

NAGALAND POLICE MANUAL

PART I

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CHAPTER- I

1. The Police Force of the State of Nagaland of the Civil Police and the Nagaland Armed Police including the Nagaland Police Telecommunication Organization.

This Manual relates to the Civil Police, the Nagaland Armed Police and the Nagaland Police Telecommunication Organization only.

2. Nomenclature of the Police Force:-The Police force consists of:

The District Executive Force comprising of both the Unarmed Branch, the Armed Branch, Traffic Police and the District Intelligence; The Nagaland Armed Police Battalions Including the India

Reserve Battalions; The Nagaland Police Telecommunication Organization; The Intelligence Establishment and the Criminal Investigation Department.

Civil Police:

Force consists of :-

It comprises :-

Gazetted Officers

The Director General and Inspector General of Police

The Additional Director Generals of Police

The Inspector Generals of Police

The Deputy Inspectors Generals of Police.

Assistant Inspectors General of Police.

Superintendents of Police.

Additional Superintendents of Police

Assistant Superintendents of Police/Deputy Superintendents of Police.

Inspectors (both Armed Branch and Unarmed Branch)

Non-gazetted Officers

Sub-Inspectors (both Armed Branch and Unarmed Branch)

Assistant Sub-Inspectors.

Head Constables/Havildars

Naiks

Lance Naiks

Constables (both Armed Branch and Unarmed Branch)

Nagaland Armed Police Battalions

The Director General and Inspector General of Police

Additional Directors General of Police

The Inspector Generals of Police

The Deputy Inspector Generals of Police

Commandants

Deputy Commandants

Assistant Commandants

Armed Branch Inspectors

Armed Branch Sub Inspectors

Havildars

Naiks

Lance Naik

Costables

The Criminal Investigation Department

The Director General and Inspector General of Police

The Additional Director of Police

The Inspector General of Police (Crime)

The Deputy Inspector General of Police (CID)

The Deputy Inspector General of Police(HR)

The Superintendent of Police (Crime)/ SCRB

The Deputy Superintendent of Police
Inspectors (Unarmed Branch only)
Sub Inspectors (both Armed Branch and Unarmed Branch)
Assistant Sub Inspectors of Police
Head Constables/Havildars
Naiks
Lance Naiks
Constables (both Armed Branch and Unarmed Branch)

The Intelligence Department

The Director General and Inspector General of Police
The Additional Director General of Police
The Inspector General of Police (INT)
The Superintendent of Police (SB)
The Superintendent of Police (Security)
The Deputy Superintendent of Police (SB/Security)
The Inspectors (Both AB and UB)
The Sub Inspectors (Both AB and UB)
The Assistant sub Inspectors
The Head Constables/Havildars
Naiks
Lance Naiks
Constables

The Nagaland Police Telecommunication Organization (NPTO)

The Director General and Inspector General of Police
The Additional Director General of Police
The Inspector General of Police
The Deputy Inspector General of Police (NPTO)
The Superintendent of Police (NPTO)
The Additional Superintendent of Police (NPTO)
The Deputy Superintendent of Police (NPTO)
The Inspectors
Sub Inspectors
Assistant Sub Inspectors
Head Constables
Constables

3. CODE OF CONDUCT OF THE NAGALAND STATE POLICE FORCE

(1) The general duties imposed on police officers by law are detailed in the Police Act 1861 as amended by the Police Act 1888. The code of Criminal Procedure Act, 1973 (Act 2 of 1974) defines their powers and duties in the prevention and detection of crime. Several Special Acts, Local and Central, also prescribe duties particular to the realization of the objectives of the respective enactments.

(2) The Police must bear faithful allegiance to the Constitution of India and respect and uphold the right of the citizens as guaranteed by it.

(3) The Police are essentially a law enforcing agency. They should not question the propriety or necessity of any duly enacted law. They should enforce the law firmly and impartially, without fear or favour, malice or vindictiveness.

(4) The police should recognize and respect the limitations of their powers and functions, They should not usurp or even seem to usurp the functions of the judiciary and sit in judgement on cases, nor should they avenge individuals and punish the guilty.

(5) In securing the observance of law or in maintaining order, the Police should use the methods of persuasion, advice and warning. Should these fail, and the application of force become inevitable, only the absolute minimum required in the circumstances should be used.

(6) The Primary duty of the Police is to prevent crime and disorder and the Police must recognize that the measure of their efficiency is indicated by the absence of crime and disorder and not the visible force of Police action in dealing with them.

(7) The Police must recognize that they are members of the public, . With the only difference that in the interest of the community and on its behalf they are employed to give full-time attention to duties which are normally incumbent on every citizen to perform.

(8) The Police should realize that the efficient performance of their duties will be dependent on the extent of ready cooperation they receive from the public. This, in turn, will depend on their ability to secure public approval of their conduct and actions and to earn and retain public respect and confidence. The extent to which they succeed in obtaining public cooperation will diminish proportionately the necessity of the use of physical force or compulsion in the discharge of their functions.

(9) The Police should be sympathetic and considerate to all people and should be constantly mindful of their welfare. They should always be ready to offer individual service and friendship and render necessary assistance to all without regard to their wealth or social standings.

(10) The Police should always place duty before self, should remain calm and good-humored whatever be the danger or provocation and should be ready to risk their life in protecting those of others.

(11) The Police should always be courteous and well-mannered. They should be dependable and unattached; they should possess dignity and courage; and should cultivate character and the trust of the people.

(12) Integrity of the highest order is the fundamental basis of the prestige of the police. Recognizing this, the police must keep their private lives scrupulously clean, develop self-restraint and be truthful and honest in thought and deed, in both personal and official life, so that the public may regard them as exemplary citizens.

(13) The Police should recognize that they can enhance their utility to the administration and the country by maintaining a high standard of discipline, unstinted obedience to the superiors and loyalty to the force and by keeping themselves in a state of constant training and preparedness.

(14) Every Police officer shall be considered to be always on duty and shall be liable for service anywhere in India and shall have the powers, duties, privileges and liabilities of a Police officer wherever employed as such.

4. Police Administrative Areas- (1) *The District.*- Police Districts correspond with the civil districts of the State. However, a police District can be formed as and when the Government by notification declares such to be a Police District. For the Assistant of the Inspector General of Police (Crime/INT) in administrative matters, officers of the rank of Superintendent of Police with the designation of “Special” Superintendent of Police (Crime), Superintendent of Police (Special Branch), Superintendent of Police (Security) and Superintendent of Police (Narcotic)” are attached to the office of the Inspector General of Police (Crime or INT) as the case may be.

(1) *The sub-division, which corresponds to the civil subdivision.*- In certain important subdivisions an Assistant or Deputy Superintendent of Police is posted in police charge, and termed the Sub-divisional Police Officer.

(2) *The Circle, under the charge of an Inspector of Police.*- The circle is generally coterminous with the sub-division.

(3) The police station, in-charge of an Inspector or a Sub-Inspector, which forms the smallest independent unit, and is the investigating centre.

(4) The outpost, in-charge of an Assistant Sub-Inspector or a junior Sub-Inspector, forming a local investigating centre, subordinate to the police station of which it forms part. Outposts are ordinarily established for convenience in areas difficult of access from the police station, or of special importance- the legal jurisdiction of its staff extends to the whole area of the parent police stations but by departmental arrangement, is ordinarily confined in the exercise of its activities to a particular portion.

(5) Town Outposts and Beat Houses, in-charge of Assistant Sub Inspector or Head Constables which are established in the larger towns, as local headquarters of town police patrols.

(6) The Criminal Investigation Department, which includes the Finger Print Bureau, has

jurisdiction throughout the state, and is treated for administrative purposes as a police district. It is in the charge of a Special Superintendent of Police, who is the immediate assistant of the Inspector General of Police (Crime) or Deputy Inspector General of Police (CID) at headquarters in matter connected with crime.

CHAPTER II

Director General and Inspector General- Functions and Powers of (Rules 4 to 13)

5. Police Administration vested in Director General and Inspector General of Police:-

(a) Section 4 of Act V of 1861 vests the administration of the police throughout a General Police District in a Director General and Inspector General of Police and such number of Additional Director General of Police, Inspectors General of Police, Deputy Inspector General and Assistant Inspector General of Police/ Superintendent of Police as the State Government may think fit to appoint, and their general powers are defined in the same Act. The General Police District administered by the Director General and Inspector General of Police, Nagaland, is conterminous with the territories within the state of Nagaland.

(b) The Director General and Inspector General of Police exercises general control over the police force. He is the head of the police department and the counselor of Government in all matters connected with that branch of the administrations. To him belong ordinarily all purely police departmental functions and the duty of keeping the Local Government informed of all that concerns the police administration.

For the assistance of the Director General and Inspector General of Police in administrative matters, officer of the rank Additional Director General of Police, Inspector General of Police, Deputy Inspector General of Police or Superintendent of Police with different set of functional designations will be posted. Also an Officer of either the rank of Superintendent of Police, or Additional Superintendent of Police or Deputy/ Asstt. Superintendent of Police will be posted as his Personal Assistant who is designated as the Staff Officer to Director General and Inspector General of police.

Note.- The Director General and Inspector General of Police has free access to the Head of the Government and can communicate unofficially with the Secretariat).

6. Magisterial powers of the Director General and Inspector General of Police:-

Under Section 5 of Act V of 1861 the Director General and Inspector General of Police is vested with the full powers of a magistrate throughout the State. These powers may be exercised, so far as may be necessary, in the absence of magistrate, only for the preservation of the peace, the prevention or detection of crime, or the apprehension or detection of offenders.

7. May prescribe books and registers:- The Director General and Inspector General of Police is authorized to prescribe the books and registers to be kept by the subordinate establishments, such as superintendents of Police and at each police station.

8. May issue circular orders:- The Director General and Inspector General of Police is also empowered under Section 12, Act V of 1861, to issue circular orders to his subordinates. Two copies of each circular must be submitted to Government in the Judicial Department and all circulars dealing with important or controversial matter must be approved by Government before issue.

9. May depute additional police:- The Director General and Inspector General of Police may, under Section 13 of Act V of 1861, depute additional police at the cost of individuals applying for them, to keep the peace at any place Under Section 14 of the same Act he may, with the consent of the Government appoint additional police to preserve order in the neighbourhood of railway or other works and is empowered to recover the cost of such additional police from the controlling authority of such railway or other work, and with the same sanction he may, under Section 15 of the same Act, after the issue of a proclamation by the Government in the official gazette, quarter additional police in disturbed or dangerous districts.

10. May strengthen or withdraw police where necessary:-

(a) The Director General and Inspector General of Police has full authority to withdraw the police from the reserve of any district for special or emergent duty in any other district or elsewhere, and all requisitions of this nature shall be immediately complied with by district officers, Similarly, in cases of sudden emergency, the Director General and Inspector General of Police may withdraw the police from the sanctioned allotment of any station or outpost for special and emergent duty in any other district or elsewhere, due intimation being given to the Commissioner and district.

(b) If the District Magistrate objects to the order of the Director General and Inspector General of Police he shall refer the question to the Commissioner, and if the Director General and Inspector General of Police does not accept the Commissioner's opinion on the question he must refer it to the Government.

11. May sanction camping charges:- (a) The Director General and Inspector General of Police will may authorize such allowances as may be permissible from time to time governed by the state notification in the interest of public service.

12. Power delegated by Government to Director General and Inspector General:- The Director General and Inspector General of Police shall exercise such financial powers as may be delegated to the office by the Government from time to time.

The following powers have also been delegated to the Director General and Inspector General :-

(i) *Permanent advances.*-Power to sanction permanent advances to subordinate officers as may be allowed by the Government from time to time

(ii) House building advances.-Power to sanction house building advances to subordinate officers, in strict accordance with the rules, laid down by the Government from time to time by notification.

(iii) Irrecoverable amounts.-Power to write off finally irrecoverable value of stores or public money lost by fraud or the negligence of individuals on other causes up to a limit Rs. 10000/- or the limit prescribed by the Government from time to time, subject to the condition that the loss did not disclose (1) a defect of system to the amendment of which requires the order of higher authority or (2) serious negligence on the part of some individual officer or officers which might possibly call for disciplinary action requiring orders of higher authority.

Note 1.-Superintendents of Police and Commandants have also been authorised to write off up to a limit of Rs,5000 or as prescribed time to time by the Government, subject to the above conditions.

Note 2.-All sanctions to write off should be communicated to the Comptroller for scrutiny in each case and for bringing to notice any defect of system which appears to require attention.

(iv) Rent for office.-The Director General and Inspector of Police is authorized to take on rent ordinary office accommodation within reasonable limits subject to the approval of the Government as and when the need arises.

(v) Lodging allowance.- The Director General and Inspector General has been authorised to sanction lodging allowance for police officers subject to the budget provision and the rates and rules as fixed by the government by notification, from time to time.

Note:-

(i) Superintendents (and in the absence from headquarters of the Superintendent, Additional Superintendents) of Police are also authorised to grant lodging allowance to officers subordinate to them subject to the prevailing rules of the Government.

ii) The amount of lodging allowances will be restricted to the actual rent payable in each case subject to the rules laid down by the Government.

iii) The necessity for renting buildings must be attested by the Executive Engineer.

(iv) Power to sanction the rent of lands and buildings leased by Government.-The Director General and Inspector General may sanction within budget provision payment of rent on lands and buildings leased by Government under such rules as may be framed by the Government from time to time.

(v) Power to depute subordinates to any part of India :- The Director general and Inspector General is empowered to authorise any officer subordinate to him to proceed on duty to any part of India.

(vi) Power to sanction purchase of articles of stationery including rubber stamps.- The Inspector General is empowered to sanction petty local purchase of stationery and

rubber stamps up to a limit as set by the government from time to time.

(vii) *Power to sanction supply of typewriters, etc.*-The Director General and Inspector General can sanction the supply of typewriters (including duplicating apparatus, computers and its accessories) subject to the condition as laid down by the government from time to time.

(viii) *Power to change the date of birth in the detailed list of establishment and service books.*-The State Government have delegated to the Director General and Inspector General the power to change the date of birth as entered in the detailed list of establishment and also in the service books of non-gazetted officers subordinate to him, subject to the general rules laid on such matters, by the government from time to time.

(ix) (a) Power to grant extraordinary leave as in clause (a) of the Fundamental Rule 85 in continuation of, any leave that is admissible and power to commute retrospectively periods of absence without leave in extraordinary leave.

(b) *Power of accepting medical certificates of incapacity for further service.*-If an officer applying for an invalid pension is sixty years old or upwards no certificate by a medical officer is necessary; it suffices for the head of the office to certify to the incapacity of the applicant. Otherwise incapacity for service must be established by a medical certificate of a Board as constituted by the government for such purposes from time to time.

An officer who has submitted a medical certificate of incapacity for further service, must not (except for special reasons to be reported to the State Government) be retained in active service pending a decision on his application for pension nor can he obtain leave of absence.

Without the special orders of the authority which has power to sanction the pension, service after the date of such medical certificate does not count for pension.

(c) Power of accepting a medical certificate bearing a later date than that of the application for pension.

(d) Power to sanction condensation of breaks in service.

(e) Power to sanction condemnation of deficiencies up to three months cases where the applicant for pension is serving on a provincial establishment.

(x) *Power to vary details of temporary establishment.*- The Inspector General has been empowered to vary details (namely the rates of pay of particular posts, the number of hands employed and the period of employment) of any temporary establishments employed under him whether entertained for full periods of one year or for longer or shorter periods. or as per the rules that may be allowed by the government from time to time.

(xvii) *Power to sanction general police rewards.*-The Inspector General has been authorised

to sanction the payment of general police rewards up to Rs. 1000 in each case or the limit as may be set by the government from time to time.

13. Power delegated by Government to the Additional Director General, Inspector General and Deputy Inspector General of Police:- The Additional Director General, Inspector General and Deputy Inspector General of Police will exercise such powers and function as may be delegated to them from time to time by the Director General and Inspector General of Police.

CHAPTER III

Director General and Inspector General, Inspector General of Police and Deputy Inspector General of Police,- Certain Duties of

(Rules 14 to 18)

14. Inspection Duties:- The Director General and Inspector General of Police will not ordinarily inspect any of the district/battalions/units, However, he is expected to visit the units from time to time.

The inspector General of Police and the Deputy Inspector General of Police should inspect, personally, a certain number of districts/battalions/units each year and should so arrange that in the course of three years all the districts/battalions/units of the state will be visited and inspected, He should also visit as many sub-divisions and police stations as he finds possible.

He should make the acquaintance of Government officials and all others whom it is useful for him to know and should make a point of seeing all gazetted police officers, all Inspectors and as far as possible all Sub Inspectors. The inspection statements/brochures [Forms Nos. 1 to 6 Part 1] should be prepared in anticipation of Inspector General of Police's or the Deputy Inspector General of Police's arrival.

15. To report conviction of Gazetted Police Officers:- The Director General and Inspector General of Police will report for the information of Government when any gazetted police officer is convicted of a criminal offence. To enable him to do so, the Magistrate of

the district will report any such case to the Director General and Inspector General of Police through the Commissioner. The Director General and Inspector General of Police will send on this report for the orders of Government with his opinion on the case and a report on the previous conduct of the officer concerned.

16. To report loss of public money, etc:-

(a) Whenever a defalcation or loss of any public money, stamps or opium, belonging to or in the custody of the police department, is discovered a report will immediately be made by the Superintendent of Police to the Inspector General of Police who will forward a copy to the Comptroller, Nagaland.

When the matter has been fully enquired into, a further and complete report will be submitted as to the nature and extent of the loss was rendered possible

(b) The discovery of forged currency notes should be reported to the Deputy Controller of Currency, Calcutta

17. To submit annual administration report:-

(a) The Director General and Inspector General of Police is required to submit to Government an annual report showing the administration of his department in all those districts in which Act V of 1861 is or may be in force. The materials for this report will be obtained from the reports of his subordinates. (*Vide* Part II of this Manual).

(b) In the preparation of these reports consciousness should be studied. The object aimed at being to convey the greatest amount of information in the fewest words possible. The practice of weaving into sentences figures already given in tabular statements should be avoided, and extracts from the reports of subordinates should not be strung together at considerable length when they might with advantage be summarized.

(c) In order to enable the Director General and Inspector General Police to submit his report on the specified date as required by the government from time, the annual report prescribed in part II of this Manual must be forwarded to Director General and the Inspector General of Police on the prescribed date.

18. To report death of Gazetted Police Officers:- The Director General and Inspector General of Police is also required to submit to Government a report regarding the death of European or Gazetted Police officers subordinate to him, for submission to the Government of India in the Home Department. Blank returns need not be submitted.

Similarly the deaths of, and serious accidents met by European officers, the information regarding which is received by the Director General and Inspector General of Police shall be immediately reported to Government.

19. Immediate subordinate of the Director General and Inspector General to be Controlling Officer:- During the absence from headquarters of the Director General and

Inspector General of Police his immediate subordinate in Headquarters shall be the Controlling officer for the purpose of passing travelling allowance bills, of officers employed directly under the Director General and Inspector General of Police whose bills require his countersignature.

For powers of other officers to countersign travelling allowance bill (see Part II of this Manual).

Powers delegated by Government to the Additional Director Generals of Police,

20. The Director General and Inspector General of Police is authorized to delegate powers and functions to the Additional Director General of Police (Administration) and (Operations) as per the requirements from time to time. The Additional Director General of Police Administration will assist the Director General and Inspector General of Police in all administrative functions in the Headquarters. The Additional Director General of Police (Operations) will assist the Director General and Inspector General of Police in all operational and law and order matters.

Powers delegated by Government to the Inspector Generals of Police and Jurisdictions

21. Jurisdictions of the Inspector Generals of Police:- The following shall be the jurisdictions of the Inspector General of Police:

(a) Inspector General of Police Northern Range shall have as his jurisdiction, the jurisdictions of the Deputy Inspector Generals of Mokokchung and Tuensang.

(b) The Inspector General of Police Southern Range shall look after the jurisdictions of the Deputy Inspector Generals of Kohima East, Kohima West and Dimapur.

The Inspector General of police (both Northern Range and southern Range) will assist the Additional Director General of Police (Operation) relation to all law and order matters as well as the supervision of the District police and NAP Battalions. Including the Deputy Inspector Generals of Police (Range).

The Inspector General of Police (Crime) will be responsible to the Director General and Inspector General of Police and Supervise the activities of the Deputy Inspector General of Police (CID), Superintendent of Police (Crime), Superintendent of Police (Narcotics) and Superintendent of Police (State Crime Records Bureau). He shall also function as the Ex-Officio Director of state Crime Records Bureau.

The Inspector General of Police Training & Border will also be responsible to the Director General and Inspector General of Police and will have the Deputy Inspector General of Police (Training) and Deputy Inspector General of Police (Border) to assists him in his functions.

The Inspector General of Police (Intelligence) shall be responsible to the Director General and Inspector of Police for collection, collection, and dissemination of all intelligence. He shall also supervise the Deputy Inspector General of Police (Human Rights), the

Superintendent of Police (Special Branch) and Superintendent of Police (Security). He will be the appointing authority of constables in the Intelligence establishment. He is also the Public Relations Officer of the Department.

The Inspector Generals of police (Ranges) should inspect, personally, a certain number of districts/battalion/units each and year and should so arrange that in the course of three years all the districts/battalions/units of the state will be visited and inspected. He should also visit as many sub-divisions and police stations as he finds possible.

He should make the acquaintance of Government official and all others whom it is useful for him to know and should make a point of seeing gazetted police officers, all Inspectors and as far as possible all sub-Inspectors.

Powers delegated by Government to the Deputy Inspector General of police (Ranges)

(Rules 18-C to 18-G)

22. Powers and duties:- The Deputy Inspector General in-charge of a Range is a link in the chain of responsibility between the Police and its officers. Headquarters(including the Inspector Generals) and the District Officers He should endeavour by frequent personal inspection to establish and maintain efficiency and discipline, to ensure uniformity of procedure and practice and secure co-operation between the Police of his several Districts/ NAP Battalions and other Police units as well as harmonious working between the Police and the Magistracy. He shall be in close touch with the Commissioner and District Magistrates about the maintenance of peace and the prevention of crime in their respective charges. Communication with Commissioners shall ordinarily be in the nature of semi-official or official notes, those with Districts Magistrates shall ordinarily be through the Superintendent of Police. When visiting the headquarters of District he will avail of the opportunity of discussing matters relating to law and order, crime and other matters of common interest with the Deputy Commissioner.

He should control, instruct and advise the Superintendent of police while being careful not to supersede them in any of their proper functions or relations with their subordinates. He will pay particular attention to the training of and the discipline in the D.E.F./NAP Battalions and other police units so that as high as possible, a standard of efficiency may be reached and maintained. Superintendents/ Commandants or other heads of Police units on their part, should treat the Deputy Inspector General with frankness, assist him in his inquiries, bringing to his notice the requirements of their Districts/Units and consult him confidentially in all matters of difficulty.

23. Jurisdictions of Deputy Inspectors General of Police (Range):- The jurisdictions of the following Deputy Inspectors General of Police are distributed as shown against each

1. Deputy Inspector General of Police, Kohima Eastern Range,- 5 NAP, 8 NAP, DEF Phek, DEF Zunheboto,
2. Deputy Inspector General of Police, Kohima West Range,-4 NAP, 7 NAP,DEF Kohima, DEF Wokha.

3. Deputy Inspector General of Police, Mokokchung Range- DEF Mokokchung, DEF Mon, 6 NAP, 2 NAP.
4. Deputy Inspector General of Police Tuensang Range- 3 NAP Tuensang, DEF Tuensang , DEF Kiphire, DEF Longleng.
5. Deputy Inspector General of Police, Range, Dimapur – DEF Dimapur, Peren & 1 NAP Chumukedima.
6. Deputy Inspector General of Police, Criminal Investigation Department- Criminal Investigation Department covering the entire State of Nagaland.
7. Deputy Inspector General of Police, (Headquarters), PHQ, Kohima.
8. Deputy Inspector General of Police, (Modernization & Planning), PHQ, Kohima
9. Deputy Inspector General of Police (Human Rights), PHQ, Kohima
10. Deputy Inspector General of Police, Border, Chumukedima, covering the entire borders of Nagaland.
11. Deputy Inspector General of Police, Training, Chumukedima- Police Training School and Nagaland Armed Police Training Centre, Chumukedima.
12. Deputy Inspector General of Police, Nagaland Police Telecommunication Organization including the Police Signal Training School, Chumukedima.

24. Supervisory Powers:- The Deputy Inspector Generals of Police shall have supervisory control of the units within his range.

25. Tour Programme:- In order to secure that the touring of the Range and NAP Deputy Inspector General may be systematic and regular and to cater to contingencies, they should draw up and send copies of the periodic tour programmes well in advance to the Superintendents of Police /Commandants in their respective ranges and also to the Inspector General of Police. They should also draw up a local programme of inspection giving timings and details of work in consultation with the Superintendent of Police / Commandants and furnish a copy thereof to him on the eve of the inspection and adhere to it as far as practicable.

26. Inspection:-

1 Range Deputy Inspector General is expected to inspect thoroughly the Districts/ NAP Bns. in their ranges once a year.

2 Ordinarily not more than seven days should be required for the inspection of District / Unit and the inspection should cover that of the Reserve, the office of the Superintendent of Police/ Commandants, the town or city police Station and one other Police Station in the District as the case may be.

3 The inspection should be directed towards discovering errors in the broad features of administration of the District as a whole and giving instruction and guidance to the

Superintendents of Police on matters on which the same are found on inspection to be necessary, the discovery and correction of petty clerical errors or omissions being left to be done by inspecting officers at lower levels, viz., Superintendent of Police, Additional Superintendent of Police, A.S.P/Deputy Superintendent of Police-H.Q or NAP Units and Outposts as the case may be

4 The inspection of the Superintendent of Police's office especially in Armed Branch/Crime Branch and that of the Reserve is the responsibility of the Deputy' Inspector General. There are many matters which demand the personal attention of the Deputy Inspector General and an examination of these should be evenly spread over the period earmarked for inspection. Without fettering in any way the discretion of the Range Deputy Inspector General the following may serve as a sort of outline for the distribution of the work over a week's stay:-

(a) That first day's work should commence with a ceremonial parade, in the morning at Reserve. This should be followed by an inspection of different items of parade ground work done by different squads or platoons. Special attention should be given to the training imparted for control of riotous mobs. In this context adequacy of training in Lathi and tear gas drill should be looked into. It may also be profitable to inspect exercises in mob control methods. Recruits should then be seen and their progress in training with reference to the training programme looked into. Inspection of the school for police-men's children, the mess, canteen, welfare centre and other amenities provided for the welfare of the men should be among the matters which ought to receive proper attention. The examination of the stores, the armourer's shop, police motor vehicles and garages and police lines and their sanitation should also be carried out.

He should also see whether the method of recruitment is satisfactory whether arrangements have been made for the education of the illiterate amongst the constabulary, whether promotions are made on proper lines and whether armed and unarmed men are regularly examined and the tests set intelligently with a view to improve their standard. He should also see whether the Superintendent of Police has finished the prescribed musketry practice, of the men.

Sometime in the afternoon may well be spent in giving interviews to some officers. In the course of such interviews the Deputy Inspector General should find out whether the Officers at different levels are conversant with their powers, responsibilities and tasks and will suitably instruct them on these points.

(b) The second day may be devoted to a visit to the Head quarters Police Station. Crime in general and that under Chapters VI, VIII, XV, XVII and XXII under the Indian Penal Code in particular should be gone into and compared with that of the previous year and it should be gone into and compared that the previous year and it should be ascertained as to whether registration and detection of crime are on proper lines. A few cases may be picked up at random in order to ascertain whether there is any defect in the system and for that purpose the details of those offences may be ascertained from the Crime Register, first information reports, case diaries, mofussil diaries of Sub-Inspectors and charge-sheets or final reports. The Deputy Inspector General' should in the case of Headquarters Police Station, see whether the system of night patrolling and surveillances of bad characters are being properly implemented by the Superintendents of Police and properly carried out by Sub-Inspectors and policemen. He should

also see whether the patrol books and note books of the men are being regularly checked by the Sub-Inspector or Inspector-in-charge of the Police Station. The occurrence of riots and similar upheavals and the writing up of the "Notes on crime in Village", *i.e.*, Part IV of the Village Crime Note Books require thorough examination by the Deputy Inspector General. The scheme drawn up by the Superintendent of Police for dealing with law and order situations in the town should also be looked into with particular reference to adequacy and proper utilization of force both armed and unarmed: division of the town into sectors and sub-sectors; establishment of control and joint control where necessary, arrangements for the communication system including W.T., telephones, motor transport, loud-speakers. etc. He will suggest modification and improvements in the scheme where considered necessary and also bring to the notice of the Government through the Inspector General of Police deficiencies in Force, equipment, transports, etc.

Timely submission of travelling allowance and contingent bills by the Police Station and their prompt disposal by the Superintendent of Police's Office is a matter which should be treated as of great importance in the inspection. An-inspection of the police lock-up and the lines and buildings followed by interviews of some officers will probably complete the day's work of inspection.

(c) On the third day the Deputy Inspector General may concentrate on the crime of the district as a whole and discuss it with the Superintendent of Police. The Deputy Inspector General should comment on the figures of crime especially with reference to the cases which are not detected. Superintendent, Additional Superintendent of Police and Deputy Superintendent of Police (Headquarters), Sub-divisional Police Officers and reader will be expected to know the details of every undetected case during discussion with the Deputy Inspector General who should try to find out why the offences were not detected and should make his remarks thereon. A general picture of the previous five years should be available with greater details for the preceding two or three years. The maintenance of Crime Registers by the Superintendent of Police and Sub-Divisional Police Officer should receive proper attention.

The security scheme of the District should also be scrutinized and suggestion for alteration given where necessary.

The working of the Village Defence parties in relation to the number of villages, the progress of setting up and functioning of the *modus operandi* bureau and the adequacy or otherwise of the telephones, wireless sets and similar means of communication in the district should be fully examined and comments made thereon. As on earlier days of inspection a few officers may be interviewed.

(d) The fourth day may be devoted to inspection of the Superintendent of Police's Office and to consideration of new projects or difficulties of the Superintendent of Police and this will include inspection of lands to be acquired or buildings to be leased, etc., and also consideration of problems relating to organization. The Deputy Inspector General should pay particular attention to see what arrangements have been made in the district for the prompt receipt by the Police of information or complaints made by the public and also for proper utilization of officers trained in the Detective Training School or other such specialized courses.

The Deputy Inspector General should pay special attention to the work of the Accounts Branch with regard to preparation of the budget and proper utilisation of funds allotted to the District/ Units, prompt and proper disbursement of money to actual payees under contingencies, settlement of audit objections and pension cases.

As many Sub-Inspectors and Inspectors will naturally have gathered together, the opportunity may well be utilized for addressing them collectively, with reference to crime figures available, on police matters affecting the district in particular and the police in general, when the need for them to adopt themselves to changing conditions and the way they ought to behave with the public, tackle crime should be emphasized.

(e) The fifth day may be spent in the inspection of a mofussil police station . The inspection should be carried out on more or less the same lines as that of a town or city police station. The Deputy Inspector General should particularly look into reasons for not complying with the instructions regarding the prompt visit of scenes of crime by police station officers and satisfy himself that the Sub-Inspector has not deputed subordinates to pay such visits without valid reasons. Other miscellaneous work in connection with the inspection may be disposed of on this day.

(f) The sixth day may be devoted to interviews of members of the public and police pensioners desirous of seeing the Deputy Inspector General and the disposal of any correspondence kept pending for personal discussions and the preparation of the notes of inspection after checking up the information submitted according to the Deputy Inspector General's instructions contained in previous inspection notes and elsewhere by the Superintendent of Police and other officers concerned.

(g) The last and seventh day will be available for finishing anything that remains unfinished and finalization of the notes of inspection.

(5) A District/NA P Bn /P. T. C./Other Police Units wherein an officer is acting for the first time as Superintendent-Commandant should be visited as soon as possible after he has settled down and Districts/A. P.Bn./P. T. C/Other police Units in charge of junior officers may well be visited twice or even more frequently during a year.

(6) Wherever a Deputy Inspector General in-charge of Range visits a district headquarters he should make it a point of seeing all Gazetted Officers who are still on probation so that he can judge the progress that they have made in training and passing departmental examination and check the work done by them.

(7) Inspection Report.-Wherever a Deputy Inspector General of Police inspects a district or a portion of it, copies of his Inspection Report should be sent to the Inspector General of Police with the least possible delay.

CHAPTER - IV

Recruitment, duties, powers, etc., of Gazetted Officers (Rules 27 to 81)

27. Recruitment of Gazetted Officers:-

(a) Superintendents.- The post of Superintendent of Police will be filled by promotion from the ranks of Additional Superintendent and Deputy Commandants.

(b) Assistant Superintendents /Deputy Superintendent of Police-

(i) Assistant Superintendents of Police / Deputy Superintendent of Police will be recruited by competitive examination by the Union Public Service Commission, and by the State government on recommendation of the Nagaland Public Service Commission.

(ii) The annual indent of police recruits will be submitted to the Government by the Director General and Inspector General of Police punctually by 1st of July of each year.

Appointments to the Nagaland Police Service in the rank of Deputy Superintendent of police shall be made by the State Government through the Nagaland Public Service Commission, either by direct recruitment or by promotion.

The Board of Selection for direct recruitment shall be governed by the Nagaland Public Service Commission Rules and the quota of promotion will be filled up as governed by the Nagaland Police Service Rules, 1977.

28. Pay for the Officers of the Indian Police Service:- Pay of the Officers of Indian Police Service is guided by the rules and orders of the Government of India.

The post of Director General and Inspector General of Police is ordinarily filled in Nagaland by promotion from Additional Director Generals of police.

29. Pay of the Members of the Nagaland Police Service:- Pay of the members of the Nagaland Service is guided by the rules and orders of the State Government.

30. Functions and status of Deputy Superintendents or Police:- The functions and departmental status of Deputy Superintendents of Police will be similar to those of Assistant Superintendent of Police. They will help the Superintendent of Police in his duties of control and supervision and will relieve him of office routine so that he may be more free to tour about his district.

31. Relations of Superintendents of Police with District Magistrates:-

(a) The administration of the police throughout the local jurisdiction of the Magistrate is vested in the Superintendent of Police. He is entirely responsible for the peace and criminal administration of his district and may employ the police as he thinks best for the maintenance of law and order and for the detection and suppression of crime.

(b) The Deputy Commissioner has no authority to interfere in the internal organization and discipline of the police force, but it is his duty to bring to the notice of the Superintendent of Police all cases in which the conduct and qualifications of a police officer affect the general administration of a district.

(c) The Deputy Commissioner may order an enquiry in any case of misconduct on the part of a police officer.

(d) All orders of the Deputy Commissioner relating to the police, except those passed in his judicial capacity and except in cases of emergency, should be addressed to the Superintendent of Police or should pass through him.

(e) Petty references are strongly deprecated, and serious notice will be taken of the conduct of any officer who offers groundless opposition to the instructions and orders of the Deputy Commissioner. Should any difference of opinion on any question relating to police administration arise between the Superintendent of Police and the Deputy Commissioner, it is the duty of the Superintendent of Police to carry out the Magistrates' instructions and to request the Magistrate to refer the point under dispute for the orders of the Commissioner who will decide all such references communicating, when necessary with the Inspector General of Police. Any Superintendent of Police who is dissatisfied with the decision of the Commissioner may submit his case to the Director General and Inspector General of Police.

32. Relations of Superintendents of Police with Commissioners:- Commissioners of Nagaland being the official superiors to Deputy Commissioners and responsible for the entire executive administration of the state, it is to be distinctly understood that all orders received from them either, direct or through the Deputy Commissioner are to be executed, Superintendents of Police will be held responsible that no delay occurs. They will, at the same time, report any such orders to the Director General and Inspector General of Police.

33. Position of the Director general and Inspector General of Police and Superintendents of Police in the warrant of precedence:- In the new Warrant of Precedence in the State, the position of Police Officers is defined as follows :

	No.
(a) Director General of Police/ Addl. Director General of Police	24
(b) Inspector General of Police	25
(c) Deputy Inspector of Police	28
(d) Superintendent of Police	29

(See Government of Nagaland Notification No. CON-67/77(PT) Dated 24th September 1982)

34. Superintendents of Police to escort President, Vice President, Prime Minister and Governor:- When President, Vice-President or Prime Minister or Governor travels in any district of Nagaland, the Superintendent of Police of the districts concerned will carefully study and observe the special rules which have been issued on the subject from time to time.

The following additional rules are for general guidance :

(i) A Superintendent of district police must meet the President or Governor on entering the district or at the place where he leaves the line or rail and must accompany him till he finally leaves the district or rejoins the line of rail.

(ii) When at headquarters of the Government the Superintendent of Police, Assistant Superintendent of Police or Deputy Superintendent of Police need not escort the President or Governor when he leaves the precincts of Raj Bhawan, unless specially required to do so.

(Detailed orders as to the method of escorting will be found in Part III.)

35. Attendance on Ministers:-

(a) Superintendents of police should meet the Home Minister who is in the charge of the police on his arrival at the headquarters of the district and all superior officers of the police department present in the headquarters of a district or sub-division will call on the Ministers during their visit to that place.

(b) The Superintendent of Police will inform all Police stations and beat posts on the route when the tour programme of the Home Minister is received.

(c) Gazetted Officers will wear working dress.

(d) It is not mandatory that the Superintendent of Police should call on any other Ministers, in the headquarters of the district. However, if specifically called for by the Minister, he may meet the Minister.

36. Magisterial Powers of Superintendents of Police:- Superintendents of Police are by Section 5 of the Public Gambling Act, 1867 (Act III of 1867), vested with the power to authorise, by their warrant, police officers of a rank not below that of Officers-in-charge of Police Stations and Sub-Inspectors to enter and search places believed to be used as common gambling houses.

Superintendents of police may also issue a search warrant under Section 8 of the prevention of Cruelty to Animals Act, 1890 (Act XI of 1890), and may direct the destruction of animals under the provisions of Section 10 of the same Act.

37. Attendance in office:- Superintendents of Police, and other officers must attend office daily when at headquarters. Work which can properly be done in office must not be done in their private residences.

38. Monetary responsibility of Superintendents of Police:- The attention of Superintendents of Police is particularly directed to the necessity of absolute observance of the rules, as directed by the concerned authority in this regard, and to the fact that they will be held personally responsible should loss entailed on Government by non-observance of those rules. (As to defalcation, see Rule 16 ante).

39. Reflections on judicial tribunals must not be made:- Police officer must not, in official reports or letters nor in office or inspection notes nor in fact in any official document, make reflections on the judicial tribunals, or adopt any action which may have a tendency to shake public confidence in the decisions of Courts of Justice. If in the opinion of an officer, there has been a judicial error of irregularity, it is always open to him to move for its correction in the manner prescribed by law or practice.

If a police officer considers it necessary for any reason, to draw the attention of his superior officers to the proceedings of a judicial officer, he must do so in temperate and respectful language.

40. Circular orders:- No circular or general orders dealing with questions of law or procedure other than purely departmental matters may be issued by a Superintendent of Police until it has been approved by the District Magistrate.

The substance of such order must be entered in the order book.

41. Disposition of force not to be altered:- Superintendents of Police have no authority to make any permanent change in the allotment of the force in their respective districts to the various duties prescribed or to undertake any new duties of a permanent nature or permanently to increase or diminish the strength of the force at any police station or outpost without a reference to the Director and Inspector General of Police, "Permanent" and "Permanently" should be understood to mean for more than one month. If a Superintendent of Police considers it necessary, either of his own motion or at the request of the District Magistrate, to undertake any new duty of a permanent or recurring nature for which provision has not been made in the allotment statement, he will at once report the facts to the Director General Inspector General of Police and apply for the necessary increase of the force, provided that if the matter is urgent, he must furnish the necessary force from his existing sanctioned strength, pending the receipt of orders from the Inspector General of Police. These orders do not prohibit the employment of police on duties of a purely temporary nature, even if such duties have not been shown in the allotment statement, provided that such duties fall within the sphere of legitimate police work and provided the force can be furnished without detriment to their legitimate functions. Nor do these orders prohibit the employment of the Armed Reserve in any part of the district to preserve the peace but, if it be found necessary to employ a force of the Armed Reserve away from headquarters continuously for one month, the fact should be reported to the Director General and Inspector General of Police.

42. Sites of Police Stations, etc. not to be changed:- No police station or outpost must be removed to any other place even within the same jurisdiction, without sanction of the Government, obtained through the Director General and Inspector General of Police and in applying for sanction, full reasons must be shown as required in part II of this Manual.

43. Deputation of investigating officers outside jurisdiction:- (a) The following officers alone namely, Superintendent of Police, Additional Superintendent of Police and Assistant Superintendents of Police/Deputy Superintendents of Police have power to order an officer attached to one police station to investigate a case which under Section 156, Criminal Procedure Code, should be investigated by the officer in-charge of another police station. The power should be sparingly exercised by an Additional Superintendent of Police and Assistant Superintendent of Police/ Deputy Superintendent of Police' or Inspector and the fact should be reported at once to the Superintendent of Police.

44. Employment of Police under Section 13 of the Police Act, 1861 (Act V of 1861):- Section 13, Act V of 1861, gives power to depute a force of additional police to any place at the cost of an individual applying for it. Such force should not be employed in excess of the sanctioned strength without obtaining the sanction of Government through the Director General and Inspector General of Police.

45. Surrender of Military offenders:- If, a person, subject to the Indian Army Act, 1911 (Act VIII of 1911) is charged with an offence, and if the offence be one which cannot be tried by Court Martial under the Act, or, if although so triable, the Military authorities decides not to try the offence and the surrender of the person of the accused is desired by the Civil authorities, a requisition shall be addressed with that object to the Military authority by the senior executive police officer present in the station. In the case of a non-cognisable offence the police officer making the requisition should obtain a warrant signed by a Magistrate. The requisition should ordinarily emanate from a police officer not below the rank of Assistant Superintendent of Police or Deputy Superintendent of Police.

46. Cases to be investigated by Superintendents of Police:- Speaking generally, Superintendents of Police may personally investigate all serious cases

47. Cases to be supervised locally by Superintendents of Police:- The Superintendents of Police must, whenever possible, proceed with all speed to the place of occurrence, and personally supervise investigation in all serious cases such as:-

- (a) Intricate murders (including attempts).
- (b) Dacoity.
- (c) Highway robbery between sunset and sunrise.
- (d) Serious riots.
- (e) Big burglary and theft cases.

In sub-division where there is a Sub-divisional police officer, that officer is primarily responsible for this duty. It is left to the discretion of the Superintendent of Police to attend also. The investigation of such of the above cases as are immediately detected and present no difficulties need not be supervised by either officer.

(2) Supervision should be restricted to an examination of the diaries to see that the investigation is being intelligently, vigorously, and legally conducted, that confessions are not unlawfully obtained and if obtained are treated with all caution, that clues are not neglected and every line of enquiry which may suggest itself duly explored, and generally to ensure that the subordinate officers engaged are acting strictly within their powers and without harassment of the public. The re-questioning of witnesses already questioned is left to the discretion of the supervising officer. The practice is often dangerous and always causes delay which might prejudice the case. It should only be resorted to when there is any suspicion that the witnesses have not been properly questioned, or their statements wrongly recorded, by the investigating officer.

(3) If the Superintendent of Police or Sub-Divisional police Officer is prevented by unavoidable circumstances from supervising the investigation of any serious cases, the duty should be entrusted to an Assistant or Deputy Superintendent and the circumstances should be immediately reported.

(4) In column 5, of the half-yearly statement of serious crimes, the stage or stages during which the investigation was conducted personally by the Superintendent of Police should be clearly indicated.

(5) The name of any Superintendent of Police or Additional Superintendent of Police and Assistant or Deputy Superintendent of Police who seriously neglects the instructions prescribed in these rules should be promptly brought to the notice of Government.

48. Powers of a police officer with regard to processions:- A police officer has no power under the law to prohibit a procession. If he deems it necessary to do so he should request the magistrate to take action under Section 144, Criminal Procedure Code.

(2) Under Section 30 (1) of the Police Act (Act V of 1861) a Superintendent of Police, Additional Superintendent of Police and Assistant Superintendent of Police or Deputy Superintendent of Police may, as occasion requires, direct the conduct of all assemblies and processions, whether or not the promoters have applied for license on the public road or in the public streets or thoroughfares, and prescribe the routes by which, and the times at which such procession may pass, In pursuance of this duty he may, even in, the absence of a notice under Section 30 (2) or of an application for license submitted in accordance therewith, issue written directions prescribing routes and times. Disobedience to such directions by a person who is aware of them is an offence punishable under Section 32 whether the directions are written or verbal. An offence under Section 32 is a non-cognizable offence. Such disobedience does not of itself render the processions an unlawful assembly or make it liable to be dispersed under Sections 127 and 128, Criminal Procedure Code, unless a license has been applied for and granted under Section 30(3) of the Police Act, and the conditions of that license have been violated.

49. Applications for procession licenses:-

(1) Conveners and collectors of an assembly, and directors and promoters of a procession are not bound to apply for licenses or liable to be prosecuted in respect of an unlicensed assembly or procession unless a Superintendent and Assistant Superintendent or a Deputy Superintendent being satisfied that certain person intend to convene or collect an assembly or to form a procession which would, in the judgement of Magistrate of the district or of the sub-division of a district if uncontrolled be likely to cause a breach of the peace, has required the conveners, collectors, directors or promoters of such assembly or procession to apply for a license under Section 30 (2) of the Police Act.

(2) Consequently a Superintendent of Police and Additional Superintendent of Police and Assistant Superintendent of Police or a Deputy Superintendent of Police on learning that it is intended to form an assembly or a procession which should be controlled in order to prevent a breach of the peace should report the facts to the Magistrate of the district or of the Sub-division and if the Magistrate agrees, the Superintendent of Police or Deputy Superintendent of Police should issue a general or special notice that the conveners, collectors directors, and promoters must apply for a license. The notice should specially refer to the judgment of the Magistrate and if it is intended that it shall remain in force for a period beyond a particular occasion, He may then under Section 30 (3) of the Police Act on receiving such application issue a license specifying the names of the licensees and defining the conditions on which alone such assembly or such procession is to be permitted to take place.

(3) If notwithstanding an order issued under Section 30(2) to apply for a license a procession or assembly is held without a license a prosecution under Section 32 will lie against the following classes of persons :-

(a) Conveners, collectors, directors or promoters who have disobeyed the order to apply for a license. No prosecution, however, will lie against members of the procession or assembly who are not conveners, etc., merely on the ground of their taking part in the procession or assembly.

(b) Any members of such procession or assembly who disobey the reasonable orders of any police officer issued on the spot verbally under Section 31. either for keeping order or for preventing obstructions in public places.

(c) Any members of such procession or assembly who knowingly disobey directions of a Superintendent, Additional Superintendent of police and Assistant Superintendent, or Deputy Superintendent of Police issued under Section 30 (1).

50. Dispersals of Processions:- The police have no power to disperse unlicensed processions or assemblies as long as the members do not know themselves likely to “Cause a disturbance of the public peace”, or show that their common object is “to overawe by criminal force” either any police officer in the exercise of his lawful power under Section 31 of keeping order and preventing obstructions, or a Superintendent, Additional Superintendent of Police and Assistant Superintendent or Deputy Superintendent of Police in the exercise of the lawful power under Section 30 of directing the conduct of assemblies and processions. Their duty is to give necessary orders under Sections 30 (I) and 31 and to note the names and actions of directors and promoters and of people who disobey their reasonable orders but not to arrest them. If, however, a Magistrate is present he may under Section 64 of the Code of Criminal Procedure arrest or order any person to arrest any offender under Section 32 of the Police Act.

(2) But, if by their conduct, the members of such procession show themselves to be “likely to cause a disturbance of the public peace”, or show that their common object is “to overawe by criminal force” any police officer in the exercise of his lawful power under Section 31 or a Superintendent, Additional, Assistant Superintendent and Deputy Superintendent in exercise of his lawful power under Section 30, then, under Section 127, Criminal Procedure Code, the officer-in-charge of a police station (or a Police officer of higher rank) may command the procession to disperse and if it does not do so, he may disperse it by force under Section 128, Criminal Procedure Code. If the members actively resist an order Section 127, Criminal Procedure Code, to such a degree as to show a common object the assembly will be unlawful and all members who remain in it will be liable to prosecution under Section 145, Indian Penal Code and to arrest on the spot.

(3) Under Section 30-A, a procession which has applied for and obtained a license can be stopped if it violates the conditions of a license and it can be ordered to disperse. If it refuses to do so it shall be deemed an unlawful assembly and can be dispersed under Section 127, Criminal Procedure Code.

Notes.- Sections 127 and 128 of the Code of Criminal Procedure refer to the old Act of 1898 and in the 1973 Code reference is to be made to Section 129 reading as follows :-

“129. *Dispersal of Assembly by use of Civil force.*-

(1) Any Executive Magistrate or Officer-in-charge of a Police Station or, in the absence of such officer in-charge or any police officer not below the rank of a Sub-Inspector, may command any unlawful assembly, or any of the public peace. To disperse; and it shall there upon be the duty of the members of such assembly to disperse accordingly;

(2) If, upon being so commanded, any such assembly does not disperse, or if, without being so, commanded, it conducts itself in such a manner as to show a determination not to disperse, any Executive Magistrate or Police Officer referred to in sub-section (1), may proceed to disperse such assembly by force, and may require the assistance of any male person, not being an officer or member of the armed forces and acting as such, for the purpose of dispersing such assembly; and, if necessary, arresting and confining the persons who form part of it, in order to disperse such assembly or that they may be punished according to law”

Section 145 of the Indian Penal Code deals with joining or continuing in unlawful assembly, knowing it has been commanded to disperse, reading, as follows:

“Whoever joins or continues in an unlawful assembly, knowing that such unlawful assembly has been commanded in the manner prescribed by law to disperse, shall be punished by imprisonment of either description for a term which may extend to two years, or with fine, or with both”.

The expression “Unlawful assembly” is defined under Section 141 of the Indian Penal Code, reading as follows:

“An assembly of five or more persons is designated an unlawful assembly, if the common object of the persons/composing that assembly is-

First-To overawe by criminal force, or show a criminal force, the Central force, the Central or any State Government or Parliament or the Legislature of any State, or any public servant ; or

Second-To resist the execution of any law, or of any legal process; or

Third-To commit any mischief or criminal trespass, or other offence; or

Fourth-By means of “criminal force, or show of criminal force, any person, to take or obtain possession of any property, or to deprive any person of the enjoyment of a right of way, or of the use of water or other in-corporal right or supposed right; or

Fifth--By means of criminal force, or show of criminal force, to compel any person to do, what he is not legally bound to do, or to omit to do to what he is legally entitled to do.

Explanation.- An assembly which was not unlawful when it assembled may subsequently become an unlawful assembly.”

In our day to day social and political life, procession has become very common and a routine affair. Without a procession there is always a chance of indigestion, even to the police. It is also not uncommon for the members of the procession to become violent with the slightest iota of provocation. So it is very much desired of the police to keep utmost restraint and should have a pre-conceived idea of the motivations and the elements mingled within the procession.

Without common purpose and intention to demonstrate it, there can be no procession, however large the number of persons may be and in whatever manner they might proceed. A procession may be orderly but there may be possibility of its getting provoked or causing provocation if allowed to pass through a particular route and as such it is for the police to direct the route after an over whole study of the situation order of the day.

The use of expression “to overawe by criminal force” is of great significance. "Awe" means a mixed feeling of reverence, fear and wonder, caused by something sublime etc. and “overawe” means to overcome or subdue by inspiring "awe". It appears to connote the creation of a situation in which the Government feels compelled to choose between yielding to force or exposing themselves or members of the public to a very serious danger.

Caution is required that a procession does not become a threat to public tranquility. A procession if peaceful and orderly even if some apparent elements of nuisance need not be policed, since repressive policing is by itself a threat to public tranquility. What is essential is better appreciation of public psyche. The police have to be seen and to see themselves as protectors of liberty within the law.

Section 64 of Code of 1898 is now found under sub-section (1) of Section 44 of 1973 Code wherein it is provided that when an offence is committed in the presence of a Magistrate, whether Executive or judicial with his local jurisdiction, he may himself arrest or order any person to arrest or an offender.

51. Issue of licenses for processions:-

(1) The subordinate police will send timely notice to the Superintendent of Police or in subdivisions to the 'chief police officer, of all political gatherings, processions, festivals, etc., to which these sections apply with a view to the issue of such specific orders, under the above sections as will suffice to preserve order and prevent loss of life.

(2) A license under Section 30 (3) shall specify the routes to be followed by the procession, the place where the meeting is to be held, and any other conditions necessary for the preservation of the peace, and the holder of the license shall be informed that violation of the conditions of the license is punishable under Section 32 of the Act.

(3) The members of processions should not ordinarily be allowed to carry lathis or other instruments capable of being used as weapons of offence, except in so far as they may be shown to be required for purposes of display or are a necessary feature of the procession.

(4) The forms of license will be printed in triplicate and bound into books of 100 forms serially paged, one copy being retained for office use, one sent to the police station concerned and one delivered to licensee.

(5) The police should have effective control over indiscriminate use of fireworks on all occasions, private or public. When therefore the letting off of firearms or fireworks is applied for the applicant should be asked to state clearly the nature of the fireworks that he intends to let off and in the event of bomb-golas or any other kind that may be considered dangerous being contemplated, the Superintendent of Police, Additional Superintendent of Police, Assistant Superintendent of Police or Deputy Superintendent of Police may refuse the permission asked for.

52. Employment of Armed Police:-

(a) When assemblies of the public are not permitted to carry weapons of offence, the police with their batons and lathis will be sufficiently equipped to be able to maintain and enforce order even against large crowds. The Armed Police should always be kept in reserve and only called out when it is necessary to take some specification, such as to support an arrest or disperse a mob; they should never be entrusted with the routine duty of marshalling the processions. When Armed Police are necessary they will go out only by special order of the Superintendent of Police who will consult the District Magistrate if there is time to do so. The Superintendent of Police should himself be in charge of the party, but if he should be temporarily engaged elsewhere, the command must devolve on an Additional Superintendent of Police, Assistant Superintendent of Police, Deputy Superintendent of Police or on an Inspector. If it is necessary to call out the Armed Police at a sub-divisional headquarters, the responsibility must rest on the Inspector in charge subject to the orders of the Sub-divisional Officer.

These orders apply equally to the town police for whom arms and equipment are kept in readiness at their local headquarters, and who form an emergency armed force.

(b) In all cases when armed parties are sent out, they should keep together in compact bodies under competent officers fully instructed. Whenever possible, a Magistrate will accompany the party, but in his absence the officer-in-charge of the party will be responsible for the order to fire, if the emergency should arise, but in no case should such an extreme measure be resorted to, unless it is absolutely necessary for the protection of life and property.

(Detailed rules as to procedure when dispersing a mob by force are to be found in Part III of this Manual).

(c) In ordinary cases where no serious opposition is expected, the constables should be armed with bamboo lathis. When it is necessary to clear or guard a road, the men so armed should be formed in double rank, the first rank holding the lathis at the "engage" position, and the rear rank holding them in both hands well separated over the heads of the front rank men, so as to guard their heads. Superintendent of Police should take care to have a sufficient number of riot drill equipments with full complement ready for such occasions at stations and in the reserve.

53. The use of firearms by the Police on the occasion of riots:- Superintendents of Police will themselves see that the officer-in-charge of the Armed Reserve and their other subordinates thoroughly understand the law as set forth in Chapter IX, Criminal Procedure Code, and the orders contained in Part III of this Manual, regarding the use of firearms on the occasion of riots.

The dispersal of mobs should also be frequently practiced as part of the training of the Armed Branch, to ensure that every subordinate commander (especially head constables and Naiks) and every constable knows what situations he may expect and what he may be expected to do.

Note.- Chapter IX of the Criminal Procedure Code is corresponding to Chapter X, Sections 129 to 132 of the Code of 1973. Under Section 130 of the 1973 Code, there is provision for use of armed forces for dispersion of an unlawful assembly. But the police is required to take great caution in exercising the power and act in good faith, otherwise the police official would be liable for prosecution. Where a police officer did not believe it necessary for the public security to disperse an assembly by firing on them; but nevertheless gave orders to shoot with the result that a man was shot dead, it was held that he did not act in good faith.

Justice and ethical fairness are very much within the discretion of the police at the point of contact between police and offender, true offender and suspected innocent alike. This discretion is backed up by powers of considerable force. It has to be so, if the enforcement of the law is to be carried out effectively. But this discretion leaves room for being abused including interference with liberty as a summary punishment, to the turning point of its murderous exercise. Some control of police discretion is undoubtedly in the interests of police. That is not to say that the police in the main do not act with considerable, impartiality, though they are possessed of power of considerable proportions, in the exercise of discretion in relation to less powerful members of the public. Nor is it to deny that the proper ethical exercise of police discretion is essential if our system of criminal justice is to function properly. Discretion in the use of deadly force demands self-control and where the police acquire a reputation for, hasty shooting they seem more likely to become victim of murder themselves. Since right to life is a fundamental human right, life should never be taken by a police officer even if he has a legal excuse, if he can resolve the problem without doing so. There have been examples where police officers who are armed could have killed and invoked the law to excuse their acts, but they have refrained from doing so even at some risk of themselves. When this happens, it is a triumph for morality over legality. Bullets never solve the problems. The exercise of police discretion is brought to its highest and most dramatic level when the use of deadly force is contemplated. Authority to use force has both legal and moral dimensions. It is a power on loan, so to speak,

So the attitude should not be- “shoot first and ask questions afterwards”.

In order to invoke the powers under this Rule and also Rules 48 to 50 the police officer has to show:

- (i) that there was an unlawful assembly or an assembly of five or more persons likely to cause a disturbance of the public peace ;
- (ii) that such an assembly was commanded to disperse ;
- (iii) that either the assembly did not disperse on such command, or, if no command had been given, its conduct had shown a determination not to disperse; and
- (iv) that in the circumstances he had used force against the members of the assembly.

This had to be established just in the same manner as an accused has to establish any other exception he pleads in defence of his conduct in a criminal case.

54. Outbreaks in Jails:- “Where the police lines are sufficiently near a jail for the alarm signal to be heard, the constables stationed at the police lines shall take part in alarm parades. In all cases if there is an outbreak they shall march to the jail to assist to quell it. The Superintendent the jail shall make, with the Superintendent of a Police, such arrangements as seem advisable for a concerted plan of action in the case of such an outbreak.”

Jail Alarm Orders for the police will be drawn up in English and the Vernacular for every headquarters station and for every sub-divisional headquarters, and will be kept hung up prominently in the reserve and the police stations concerned.

These orders should be detailed, and will be periodically read out and practiced on parade.

55. Superintendents of Police to inform District Magistrates when leaving station:-

The Superintendent of Police should be under ordinarily report to the District Magistrate when about to leave the station, his intention to do so, specifying the place at which he may be found.

It is not to be understood from the above that is necessary that Superintendents of Police should obtain the formal permission of the Magistrate to their leaving the station.

A Superintendent of Police may not leave the district, except for authorized co-operation meetings, without the consent of the competent authority.

56. When leaving headquarters Superintendents of Police must place an Officer-in-charge on current duties:-

When leaving headquarters the Superintendent of Police must invariably record a written order appointing an Additional Superintendent of Police, Assistant Superintendent of Police, a Deputy Superintendent of Police or an Inspector to perform the current duties of his office during his absence.

The term “Superintendent of Police” when used in this Manual includes the officer thus placed in charge, unless the contrary appears from the context.

57. Time to be spent on tour:- The Inspector General of Police of the Range/NAP should be on tour at least a month in the year, He should intimate his tour programme in the concerned officers, sufficiently in advance to enable such members of the public as desired to meet him, to do so.

Superintendents of Police should spend at least 45 days on tour during the year.

As far as possible a definite programme of tours for the year should be made annually so as to cover the routine inspections, and should be designed to cover the greatest convenient area of the district. Short visits and returns to headquarters are to be avoided, unless necessary for specific purposes, *e.g.* local disturbances or the supervision of casework. Programme should be planned to avoid unnecessary expenditure.

58. Number of inspections of Police Stations:- Superintendents of Police must inspect each police station and outpost every six months. . Instructions for the guidance of officers inspecting police stations and outposts are given in Part V of this Manual. It should be arranged that the inspection of the Superintendents of Police and of the Inspectors do not occur within too short an

interval of time. A statement of the inspections of must be submitted to the office of the Director General and Inspector General of Police on the first week of January and July of each year. This is intended to keep the Director General and Inspector General of Police informed of the progress of inspection work done by Superintendents of Police. Statement should only be filled in when an inspection has been made, either by the Superintendent of Police, or the Additional Superintendent of Police. Where the inspection is made by the Additional Superintendent of Police, the fact should be also noted. In case a police station, outpost or court, etc., has not been inspected by the Superintendent of Police or the Additional Superintendent of Police during the half-year, there is no objection to a note being made that is/ was inspected by an Assistant or Deputy Superintendent of Police, with the date of such inspection in addition to the information which, under the footnote at the bottom of the statement, has to be given about inspection by the Circle Inspector.

59. Instruction regarding tour:- Flying visits and superficial inspections should not be made and inspection officers should not confine themselves to an examination of the registers and books. Places of importance within the jurisdiction should be visited. The leading men in the villages and other influential men should, whenever possible, be interviewed. In particular, officers should endeavour to find out from villagers the local repute of persons under surveillance, so that in this matter they should not have to rely solely on the reports of their subordinates. They should ascertain whether crime is being concealed or not.

Many matters dealt with by written orders from the Superintendents of Police's office can be much more effectually disposed of on the spot at the time of the Superintendent of Police's inspection. In the interval between inspections a file of such matters should be kept for each police station and sent out when the Superintendent goes to inspect.

In particular, the part taken by the local police in excise work should receive attention.

60. Grant of rewards when previously offered:- The officers mentioned below are empowered to offer rewards for the apprehension of offenders and for intelligence leading to the discovery of crime up to the amount noted against each in any one case :-

	Rs.
a) Director General and Inspector General of Police	: 20000
b) Additional Director General of Police	: 20000
c) Inspector General of Police	: 10000
d) Dy. Inspector General of Police	: 10000
(e) Superintendents of Police	: 5000

In offering rewards for information leading to the discovery of crime, police officers are advised to place a limit on the time for which the offer of the reward will hold good on the first place and also ordinarily to lay down the condition that the reward will be paid for the information leading to the discovery and conviction of the offender. This will leave it open to the officer offering the reward to pay a portion only if the offender is discovered, but not brought to justice. Rewards which have been previously offered may be granted to any person, whether a member of the police force or not, who has earned it, provided that a reward may not be granted to a police officer whose ordinary duty it may have been to perform the act for which the reward was offered. Any servant of Government is eligible to receive such rewards.

61. Grant of rewards when not previously offered:- The officers mentioned below are empowered to grant rewards up to the amount noted against each to a member of the police for work done within the course of his ordinary duties when the work is in the opinion of the officer granting the reward of such exceptional merit or of such an arduous or peculiar nature as to justify a special reward:

	Rs.
(a) Director General and Inspector General of Police	: 20000
(b) Additional Director General of Police	: 20000
(c) Inspector General of Police	: 10000
(d) Dy. Inspector General of Police	: 10000
(e) Superintendent of Police	: 5000

They are also empowered to grant rewards up to the above limit to private persons for assisting the police in their duties, when the assistance given is, in the opinion of the officer granting the rewards of such a nature as to justify a reward.

The grant of a reward is subject to the condition that funds are available in the budget of the officer granting the reward.

Officers above the rank of Inspector are not eligible for rewards in cash. Rewards in kind may be granted to Deputy Superintendents only in every exceptional cases with the sanction of the State Government. An officiating Deputy Superintendent of Police is eligible for a reward if the work for which it is granted was performed when he was in the rank of Inspector.

62. Rewards for information leading to discovery of arms or ammunition in the possession of persons not entitled to possess them:- A Superintendent of Police will grant rewards on the following scale for information leading to discovery of arms or ammunition in the possession of person not entitled to possess them. This order will operate automatically and the grant of these rewards will not be optional but obligatory, unless for any special reasons the Superintendent of Police moves Government through Inspector General of Police to suspend their action. It does not apply to police officers, part of whose duty is the detection of unlicensed arms, and rewards to police officers in such cases will be granted, as in ordinary cases according to the special zeal or skill shown.

Scale of rewards for information leading to the discovery of ammunition and of any of the following classes of weapons in possession of a person not entitled to possess them:-

	Rs
(1) Rifles, revolvers and any class of modern pistols	: 5000
(2) Breach-loading smooth bore guns	: 2000
(3) Muzzle-loading smooth bore guns	: 500
(4) Ammunition or explosives proportionate to the amount discovered, but not less than	: 100

(See also Rule 10, Chapter IV, Section 1 of the Indian Arms Act Manual.)

63. Rewards to Village Councils for good work:- District Officers have been authorised to grant rewards to members of Village Councils for good conduct in special case or for general meritorious service upto Rs. 500 in each case. Higher rewards may be sanctioned by the Commissioner of the State.

In exceptional cases a Superintendent of Police may recommend the reward up to Rs. 5000. Such recommendations will be forwarded through the Deputy Commissioner and the Commissioner to the Director General and Inspector General of Police who will submit them to Government.

64. Superintendent of Police to inspect his office annually:- Superintendents of Police are required to make a thorough inspection of their offices and of the Court and Reserve offices once a year. An inspecting Officer should invariably go over previous inspection remarks and note whether proper action has been taken.

65. Superintendent of Police's Note-Book:- Each Superintendent of Police shall keep a note book in which shall be recorded all information likely to be of use to his successors. The note-book is a confidential document and shall be kept in the personal custody of the Superintendent.

No particular form is prescribed for this note-book but it should be maintained in two volumes. Volume I should be of the nature of a "Who's who?" for the District. It should be kept in alphabetical order and contain brief details all important residents of the district, their influence in the district, loyalty or otherwise, showing how far they can be realised on to assist the police, etc. This volume will be of great assistance to a Superintendent on joining a district in knowing something of the character of the persons of importance with whom he will come in contact or who may visit him.

Volume II should contain a brief note of the geographical feature of the district with particular reference to means of communication with police stations and the best time of year for visiting each, the relative healthiness of each and other points of interest under this head. It should then go on to deal with the criminal features, communal frictions, important festivals or processions which require special police precautions notes as to outbreaks of crime, existence of gangs with brief histories, any special methods which have proved successful in dealing with outbreaks of crime etc. The point to be borne in mind is that while it is desirable to have on record in convenient forms: information which will be of use to a newly Joint Superintendent, it is not necessary to repeat in this note-book information which is easily advantageous, to emphasis any such information, a brief note with the necessary cross references should usually prove adequate.

66. Procedure for writing annual confidential reports on Government servants – Police Department:- The intention of the Government is that the assessment of an officer's work and his merit should be objective and careful and all officers who are charged with the responsibility of either recording, reviewing or accepting the annual confidential remarks, should lay adequate and proper emphasis on the correct appraisal of the conduct, work and merit of the officer concerned. In order to make the system fully effective it would be absolutely essential for all recording officers to be fully conversant with the quality of the work of the officers working under them so that the assessment made in the annual remarks is clear and useful. It should be ensured that impressions are not recorded only on the basis of particular incidents and extraneous considerations personal likes and dislikes and any such subjective criterion do not form the basis of any opinion. It is not the intention that defects of the officers reported upon, whether remediable or irreparable, are shielded. Recording Officers should not make a annual remark on the work of

any officer working under them unless such officer has been working under them for at least a period of three months.

In the revised procedure three levels, namely, recording, reviewing and accepting officer have been provided. It is the intention that the work of an officer should be known to all his superiors along the line thereby bringing about a tightening up of the present system as also to ensure that incomplete and unsatisfactory reports are sent back to the recording officer and in reviewing the remarks made by the recording officer, the reviewing officer takes steps to check subjective entries by his own impression of the officer reported upon. Reviewing officers are expected to generally know the quality of work and merit of the officer whose work they are reviewing. They may consult the recording officer if necessary.

Inability or failure to report properly and objectively in accordance with these instructions will be construed as a failure of the recording/reviewing officer and commented upon as such by the next level.

When taking up the writing of the annual confidential report according to the revised procedure, all recording officers/reviewing officers should check whether the character rolls of officers of all categories under them are upto date and remarks for past years have been in each case. It will be the personal responsibility of all recording officers to ensure that no gaps remain and character rolls are complete and up to data in all respects and to see that annual entries in prescribed forms are made in due time and sent for proper custody. It will be the responsibility of the recording officers to ensure that entries are regularly made.

Government have already decided that for I.A.S./I.P.S. and other gazetted and non-gazetted officers the annual report should be for the period from January to December. The report should reach the reviewing officer by the 30th of January following and they should in turn send them to the accepting officer by the 15th of February so that the reports reach Government latest by 15th of March of the year following the one for which the report has been called.

The following is the procedure in the matter of recording the remarks and reviewing and accepting them:-

- (i) In the case of the Director General and Inspector General of Police the report should be initiated by the Chief Secretary and submitted to the Chief Minister for review and acceptance.
- (ii) In the case of Additional Director General of Police the report should be initiated by the Director General and Inspector General of Police and submitted to the Chief Secretary for review and then to the Chief Minister for acceptance.
- (iii) In the case of Inspector General of Police the report should be initiated by the concerned Additional Director General of Police.
- (iv) In the case of the Deputy Inspector General of Police, Assistant Inspector General of Police the report should be initiated by the immediate superior officer supervising such officer.
- (v) Superintendent of Police- the report should be initiated by concerned Deputy Inspector General of Police, review by the Inspector General of Police
- (vi) In the case of Additional Superintendent of Police, Deputy Superintendent of Police and the Assistant Superintendent including those working as Sub-Divisional Police Officers the reports should be initiated by the Superintendent of Police, reviewed by the Deputy Inspector General of Police concerned, and accepted by the Director General and Inspector General of Police

(vii) Inspector in the District Executive Force:- The Superintendent of Police should initiate the reports, submit to Deputy Inspector General of Range for review and the thereafter to the Inspector General of Police for acceptance. Same procedure should be followed in respect of other Inspectors except that the review should be made by the Deputy Inspector General of Police concerned.

(viii) In the case of Sub-Inspectors in the District Executive Force, C.I.D., Armed Reserve, Units Police Training School, Nagaland Police Telecommunication Organization, Superintendent of Police or the Unit commander should initiate the report and submit it to the Deputy Inspector General of Police concerned for review and then to the Inspector General of Police for Acceptance.

(ix) Registrar, office of the Director General and Inspector General of Police.- The report should be initiated by Assistant Inspector General of Police Adm) reviewed by the Deputy Inspector General of Police (HQ) and accepted by the Director General and Inspector General of Police. In the case of Superintendents and other Assistant and members of staff in the office of the Director General and Inspector General of Police the same procedure should be adopted except that the Director General and Inspector General of Police need not be the accepting officer in their case.

(x) Ministerial staff in other police offices.- The report should be initiated by the Deputy Superintendent of Police or Assistant Superintendent of Police or Superintendent of Police as may be in immediate charge of the office and recorded and accepted by the Superintendent of Police (or any other Unit Commander as the case may be), the Deputy Inspector General of Police concerned being the accepting officer in these cases where he is aware of their work.

(xi) *Forms to be used in writing the confidential reports are enclosed as indicated below :-*

(1) Gazetted Police Officers	FORM A
(2) Non-Gazetted Police Officers up to the rank of Inspectors	FORM B
(3) Ministerial staff up to the rank of Head Assistant	FORM C
(4) Superintendent of the Inspector General of Police	FORM D
(5) Personal Assistants/Stenographer Grade I,II,III or Typist	FORM E

A guide estimating general ability and character of officers is at Annexure 'A'. This is only illustrative in nature.

Communication of adverse remarks.- It is most important that all adverse remarks that will help the officers in remedying the defects, if these defects are remediable should be communicated without fail to the officers concerned. This will also give him an idea as to what impression he makes on the superior officers. An extract of an unfavourable report should be communicated in writing by the reviewing officer (not Recording Officer) and the fact of such communication noted on the report before it is sent to the Departments/ Officers responsible for its custody. In exceptional cases, if the reviewing officer feels that communication of unfavourable remarks will serve no useful purpose and may only discourage the officers reported upon, he should submit the matter for orders to the next level, unless he himself is an accepting officer. In respect of gazetted police officers, however, relevant extracts of the adverse remarks will be marked out by Government (after their O. Rs, have been sent to the Government by the Director General and

Inspector General of Police) and the Director General and Inspector General of Police will communicate the same to such officers.

The annual report being a record of the impressions formed by his superiors about his work and conduct, Government will not ordinarily entertain representations against adverse entries communicated to an officer merely on the ground that the officer feels that he does not deserve the entry which has been recorded on him. Any evidence, however, that the entry has been made mala fide will be examined and will be the only ground for consideration of representations. Officers who make representations on this ground should, however, be careful and do so only after taking into account the consequence which would ensue if they are unable to establish the points raised in their representations. It is expected that mala fide as well as subjective entry would in the normal course be eliminated at the level of the reviewing and accepting officers.

Government have decided that instead of having a negative certificate in regard to integrity, the recording officers should specifically note on the character of the officer with particular reference to reliability and integrity. Before making any adverse entry under this head the recording officer should make sure that their remarks will stand the test of further investigation:

ANNEXURE 'A'
A GUIDE FOR THE ESTIMATE OF GENERAL ABILITY AND CHARACTER OF OFFICERS

- | | |
|---------------------------------|--|
| 1. Intellectual. | : |
| Independence of judgement. | : Yes or No. |
| Receptivity. | : Quick, receptive, slow on the uptake. |
| Initiative. | : Original, enterprising, resourceful, casual, apathetic |
| Drive. | : Forceful, pushing, forceless, inert. |
| Promptness in disposal of work. | : Yes or No. |
| Speed of decision. | : Very quick, fairly quick, sure, hesitant, indecisive. |
| Quality of decision. | : Sound, Superficial. |
| 2. Capacity for duties. | : Diligent, Industrious, Toiler, Slack, indolent. |
| 3. Personality. | : Impressive, Attractive, Colourless, Unimpressive |
| 4. Temperament. | : Self-controlled, Restrained, Excited, Panicky. |
| Leadership. | : Capacity to exert influence, Tactfulness
Organisational capacity, Courage and firmness in |

	difficult situations.
5. Character:-	
Moral reputation.	: Excellent, Good, Fair, Poor.
Zeal and energy.	: Indefatigable, preserving.
Liveliness.	: Spirited, Cheerful. Dull, Gloomy.
Loyalty and fidelity.	: Faithful, Obedient, Conscientious, dutiful, easy-going irresponsible, obstinate
6. Relations with others :-	
Attitude towards other Officers.	: Friendly, Co-operative, Obstructive Individualistic, Selfish.
Attitude towards subordinates	: Humane, Considerate Sympathetic, Indifferent, Inconsiderate, Hard, Soft.
Relations with non-officials.	: Considerate, Willing, Helpful, Sympathetic, Indifferent, Rude, Soft, Tactful, Tactless.

FORM 'A'
ANNUAL CONFIDENTIAL REPORT FOR GAZETTED OFFICERS
(OTHER THAN SUDT/ASST. SUPDT, & HEAD ASSTT)

Report of the year/period _____ to _____

Part-I : A
(To be filled by the officer reported upon)

Name : _____

Designation & Cadre : _____

Date of appointment to the : _____

Present post : _____

Date of birth : _____

Period of absence or leave
During the reporting period : _____

Branch/ Deptt. in which posted : _____

PART – I : B

(Self assessment by the Officer reported upon)

1. A brief summary of your duties and responsibilities (not more than 50 words)
2. How far could you fulfill your duties responsibilities (not more than 50 words).
3. If there are any constraints/difficulties in fulfilling your duties responsibilities, please specify them (not more than 30 words)
4. If there have been any special achievement/contribution made by you in the Department, please specify than (not more than 30 words)

Place: _____
Date: _____

Signature _____
Name _____
Designation _____

PART – II : A

(To be filled by the Reporting Officer)

N.B:- The reporting officer will assess the officer by giving tick mark () against the most appropriate column, arrange in ascending order in the scale of 0 to 5. The scale roughly represents the following : 0 negative contribution,- = poor/ below standard, 2 = fair/ needs improvement, 3 = good/acceptable standard, 4 = very good, 5 = outstanding.

1. Regularity, punctuality & sincerity. : 0 1 2 3 4 5
2. Reliability, honesty & trustworthiness : 0 1 2 3 4 5
3. Initiative, drive & Zeal : 0 1 2 3 4 5
4. Knowledge of rules/regulations and Office procedures. : 0 1 2 3 4 5
5. Charity of thought and expression or communication skill (both oral & writing) : 0 1 2 3 4 5

6. Resourcefulness & promptness in
Dealing with emergent/difficult situation. : 0 1 2 3 4 5
7. Capacity for organization and to get
Work from subordinates including
leadership qualities. : 0 1 2 3 4 5
8. Devotion to duty, and willingness
to assume responsibility. : 0 1 2 3 4 5
9. General conduct & behavior &
including success in human relationship. : 0 1 2 3 4 5
10. Ability to tender useful, frank &
honest advice to superiors. : 0 1 2 3 4 5

Total score :

(To be arrived at by adding all the values of the column ticked by you)

PART – II : B

1. Comment on self-assessment made by the Officer under Part – I : B)
2. Mention any outstanding work done, or weakness displayed during the period under report (including commendations given or warning/reproof given if any).
3. Whether fit for promotion/confirmation/ state if he/she deserves promotion out of turn).
4. Assessment of integrity (if anything has come to your notice, specify it also).
5. General remarks observation.
6. Grading - Please put a ring around the appropriate grading, and strike out the rest.
(Your over – all grading should be consisted with/based on the total score under Part –II- B).

Outstanding, Very good, Good, fair, Poor.

Place: _____
Date: _____

Signature _____
Name _____
Designation _____

Please state if you accept the assessment recorded by the reporting officer in all respects. If not, then specify the points on which you differ, mentioning your own assessment on these points.

Place: _____
Date: _____

Signature _____
Name _____
Designation _____

FORM 'B'
C.C. ROLLS FORM OF NON-GAZETTED POLICE OFFICERS
(CONFIDENTIAL)

1. Name :
2. Rank (a) Substantive
(b) Officiating :
3. Period of report :
4. Reward and punishment during the year :
5. General reputation :
6. Integrity :
7. Physical fitness :

- 8. Temperance :
- 9. Reliability :
- 10. Judgement :
- 11. Initiative :
- 12. Intelligence :
- 13. Keeness :
- 14. Industry :
- 15. Power of expression: (a) Verbal :
- (b) Written :
- 16. Aptitude for intelligence work or Police executive work as the case may be. :
- 17. Discipline :
- 18. Tact :
- 19. Relations with (a) Superiors :
- (b) Subordinates :
- (c) Public :
- 20. General Remarks :
- 21. Categorisation
- (a) Outstanding (to be awarded in very rare cases)
- (b) Above average
- (c) Average
- (d) Below average

Signature of Reporting Officer
With seal

Certify that all unfavourable remarks have communicate on.

Signature of Reporting Officer
With seal

Remarks of the Reviewing officer

Signature of Reviewing Officer
With seal

Remark of the D.I.G.(accepting officer)

Signature of Accepting Officer
With seal

FORM 'C'

ANNUAL CONFIDENTIAL REPORT FOR UDA/ACCOUNTANT/LDA/TYPIST

Report of the year/period from _____ to _____

Department/Office of _____

PART – I : A

(To be filled by the officer reported upon)

1. Name & Designation : _____

2. Date of birth : _____
3. Educational Qualification : _____
Including special
Qualification/training passed
4. Date of continuous appointment : _____
To the present Post
5. Whether temporary or permanent : _____
6. Section/Branch/ to which posted : _____

PART – II : A

(To be filled by the reporting officer)

N.B:- The reporting officer will assess the officer by giving tick mark () against the most appropriate column, arrange in ascending order in the scale of 0 to 5. The scale roughly represents the following : 0 negative contribution, - = poor/ below standard, 2 = fair/ needs improvement, 3 = good/acceptable standard, 4 = very good, 5 = outstanding.

1. Regularity, punctuality & sincerity. : 0 1 2 3 4 5
2. Reliability, Honesty & trustworthiness : 0 1 2 3 4 5
3. Intelligence & Keeness : 0 1 2 3 4 5
4. Capacity for hard work & resoucercefulness. : 0 1 2 3 4 5
5. Knowledge of rules/Regulations procedures. : 0 1 2 3 4 5
6. Skill in noting & drafting. (Skill in typing for Typist) : 0 1 2 3 4 5
7. Promptness and accuracy in Disposing works. : 0 1 2 3 4 5
8. Maintenance of files/records/
Dairies in neat and tidy manner. : 0 1 2 3 4 5
9. Relationship with fellow employees and superior officers. : 0 1 2 3 4 5
10. Amenability to discipline. : 0 1 2 3 4 5
- **Total score** :

(To be arrived at by adding all the values of the column ticked by you)

PART – II : B

7. Mention any outstanding work/ achievement during the period under report (including commendations given or warning/reproof given if any).
8. Mention any delinquency/weakness displayed during the period under report. (Punishment, Warnings, Reproof given, if any may also be mention).

9. Whether fit for promotion/confirmation/(State if he/she deserves out of promotion).
10. Assessment of integrity (if anything has come to your notice, specify it also).
11. General remarks/ observation.
12. Grading - Please put O ring around the appropriate grading, and strike out the rest.
(Your over – all grading should be consisted with/based on your assessment under Part –II. A, Part – III. B).

Outstanding, Very good, Good, fair, Poor.

Place: _____
Date: _____

Signature _____
Name _____
Designation _____
(during the reporting period)

Please state if you accept the assessment recorded by the reporting officer in all respects. If not, then specify the points on which you differ, mentioning your own assessment on these points.

Place: _____
Date: _____

Signature _____
Name _____
Designation _____

FORM 'D'
FORM OF ANNUAL CONFIDENTIAL REPORT ON SUDT/ASSTT. SUPDT./
HEAD ASSISTANTS

Report of the year/period from _____ to _____
Department/Office of _____

PART – I : A

(To be filled by the officer reported upon)

1. Name & Designation : _____
2. Date of birth : _____
3. Educational Qualification/ training passed : _____
4. Whether temporary or permanent : _____
5. Date of appointment to the present Post/grade : _____
6. Period served under reporting Officer : _____
7. Branch/Department under reporting officer. : _____

PART – I : B

(Self assessment by the Officer reported upon)

1. A brief summery of your duties and responsibilities (not more than 50 words)
2. How far could you fulfill your duties responsibilities (not more than 50 words).
3. If there are any constraints/difficulties in fulfilling your duties responsibilities, please specify them (not more than 30 words)
4. If there have been any special achievement/contribution made by you in the Department, please specify than (not more than 30 words)

Place: _____
Date: _____

Signature _____
Name _____

PART – II : A

(To be filled up by the Reporting Officer)

N.B:- The reporting officer will assess the officer by giving tick mark () against the most appropriate column, arrange in ascending order in the scale of 0 to 5. The scale roughly represents the following : 0 negative contribution, - = poor/ below standard, 2 = fair/ needs improvement, 3 = good/acceptable standard, 4 = very good, 5 = outstanding.

- | | | | | | | | |
|---|---|----------|----------|----------|----------|----------|----------|
| 1. Regularity, punctuality & sincerity. | : | <u>0</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| 2. Initiative, drive & Zeal | : | <u>0</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| 3. Reliability, Honesty & Integrity | : | <u>0</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| 4. Knowledge of rules/regulations and Office procedures. | : | <u>0</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| 5. Capacity for noting/drafting | : | <u>0</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| 6. Resourcefulness & promptness in Dealing with emergent/difficult situation. | : | <u>0</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| 7. Ability to control & motivate the Branch/ Department. | : | <u>0</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| 8. Ability to control & motivate subordinate staff | : | <u>0</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| 9. General conduct & behavior. | : | <u>0</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| 10. Relationship with superiors and sub-ordinate staff. | : | <u>0</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
| Total score | : | | | | | | |

(Now, total all the value of the columns ticked by you)

(To be arrived at by adding all the values of the column ticked by you)

PART – II : B

1. Comment on self-assessment made by the Officer under Part – I : B)
2. Mention any outstanding work done, or weakness displayed during the period under report (including commendations given or warning/reproof given if any).
3. Whether fit for promotion/confirmation/ state if he/she deserves promotion out of turn).
4. Assessment of integrity (if anything has come to your notice, specify it also).
5. General remarks observation.
6. Grading - Please put a ring around the appropriate grading, and strike out the rest. (Your over – all grading should be consisted with/based on the total score under Part –II. A).

Outstanding, Very good, Good, fair, Poor.

Place: _____
Date: _____

Signature _____
Name _____
Designation _____

Please state if you accept the assessment recorded by the reporting officer in all respects. If not, then specify the points on which you differ, mentioning your own assessment on these points

Place: _____
Date: _____

Signature _____
Name _____
Designation _____

FORM ‘E’

**ANNUAL CONFIDENTIAL REPORT ON PERSONAL ASSISTANT/STENOGRAPHER
(GRADE I,II,III) ANY OTHER STENO/TYPIST**

Office of _____
Report of the year/period ending _____ to _____

(To be filled by the officer reported upon)

1. Name :
2. Educational Qualification :
3. Date of birth :
4. Present grade :
5. Date of appointment to the present grade :
6. Name of officer with whom
Employed during the year :

(ASSESSMENT BY THE REPORTING OFFICER).

(If any of the items mentioned below do not apply, the reporting officer should mention
this fact against the relevant items)

1. Regularity and punctuality in attendance. :
2. Proficiency and accuracy in Stenographic works. :
3. Intelligence, Keeness and Industry. :
4. Trustworthiness in handing Secret &
Top secret matters & Papers. :
5. Maintenance of engagement Diary & timely submission
of Necessary papers for meeting Interviews, etc. :
6. General assistance in ensuring that matters
Requiring attention are not lost sight of. :
7. Initiative and tact in dealing with
telephonic calls and visitors :
8. Nature of other duties if any on which employed
and carries them out satisfactorily :
9. Fitness for promotion to next higher grade :
10. Brief mention of any outstanding or notable work
if any, meriting special commendation. :
11. Has he been reprimanded for indifferent work or
for the other cases during the year under report?
if so, give brief particulars. :
12. Remarks as to defects in the character, indebtness, etc
which mitigate against efficiency and suitability. :
13. General assessment of personality, integrity,
Character & temperament including relations
with fellow employees, sensibility to discipline. :
14. Assessment of integrity (if anything adverse has
come to your notice, please specify it also) :
15. Grading
Outstanding
Very good
Good
Fair
Poor

Signature of reporting officer
With seal

Remark of the Reviewing officer

Signature of the Reviewing officer
With seal

67. Annual confidential report on Gazetted Police Officers:- Immediately after the close of each calendar year, Superintendents of police will submit in duplicate, the Annual Confidential Reports of all his officers to the concerned Deputy Inspector General of Police.

68. Communication of statements in official reports:- In communicating to Subordinate officers such unfavourable remarks as may be made in regard to them by their superiors at the time of annual reports or on other occasions the following instructions should be carefully observed;

(a) When a report is built up on the individual opinions of superiors, it is the only opinion as accepted by the highest authority which need be considered from the point of view of communication;

(b) As a general rule in no case should an officer be kept in total ignorance for any length of time that his superiors after sufficient experience of his work are dissatisfied with him: in cases where a warning might eradicate or help to eradicate a particular fault the advantages of prompt communication are obvious; where criticism is to be withheld the final authority to consider the report should record instructions, with reasons, according to the nature of the defect discussed, as to the period for which communication is to be kept back;

(c) Only those defects need be pointed out which can be remedied since it would serve no useful purpose to communicate such criticisms as lack of ability or intelligence;

(d) The reporting officer should specifically state whether the defects reported have been already brought in any other connection to the notice of the officer concerned;

(e) Remarks in cases in which the State Government or Head of the Department, or other officer suspends judgment, should not be communicated;

(f) Great attention should be paid to the manner and method of communication in order to ensure that the advice given and the warning or censure administered, whether orally or in writing shall, having regard to the temperament of the officer concerned, be most beneficial to him;

The above procedure should govern reports of a periodical nature, There are others which may either be-

(i) Reports of a particular incident or act which forms the subject of departmental proceedings against the officer concerned;

(ii) Reports in reply to enquiries whether an officer who has not been well reported on in the past has improved and is fit for promotion; or

(iii) Reports in the answer to request for opinions as to the fitness of an officer for a particular appointment, etc.

69. Responsibilities of Superintendent of Police for training directly recruited probationary Assistant Superintendents of Police and Deputy Superintendents of Police:-

It will be the duty of the Superintendents of Police to look after the practical training of Probationary Assistant Superintendents of Police and Deputy Superintendent of Police on their first being transferred/attach to districts from the Police Training College/ and to supervise their studies so as to ensure their becoming thoroughly and practically acquainted with all branches of police work, and with the best means, methods and equipment for touring. Superintendents of Police must bear- in mind that in allotting work to a probationary officer the primary object is his training and not the general administration of the district. His work therefore must be varied from time to time so that he may learn all the branches of police administration. Inspecting Officers must see that the spirit of the rules contained in the two succeeding paragraphs are followed, and Superintendents of Police under whom probationers have been posted must submit, half yearly on 1st January and 1st July to the Director General and Inspector General a report indicating how far they have been carried out.

70. Instructions for the practical training of directly recruited Probationary Assistant and Deputy Superintendents of Police in the districts:- Probationary Assistant and Deputy Superintendents directly recruited will be trained as follows on being posted to district :-

Probationary Deputy Superintendent of Police

(1) Reserve Office.-The Probationary Deputy Superintendent of Police will acquaint himself thoroughly with all the registers maintained in the Reserve Office and will write all the registers himself for 2 weeks. He will check up clothing and other stores and Arms and Ammunitions. He will hold at least one kit inspection parade of the men in the reserve line. He will check up the maintenance of vehicles and cars and maintenance of arms. He will attend parade daily and organize games and athletics in the afternoon. He will draw at least one departmental proceeding and record his findings. In the last two weeks of his training in the Reserve he will act as the Reserve Officer, and do all the work of the Reserve Officer.

(2) Police Stations.- The Probationary Deputy Superintendent of Police will then be posted to the Sadar Police Station where he will start with the Sheristadar work. He will acquaint himself thoroughly with all the start with registers maintained in the Police Station and write with his own hand the General Diary and all other registers including enquiry slip, B. C. Rolls and monthly cash account. He will arrange joint patrol with the neighbouring Police Station and Village Defence Parties and go out on patrol duty, himself once a week. He will visit Dags during patrol

and make entries in the History Sheet on return. He will also correct V. C. N. B. after obtaining information while on mofussil. He will register some Non-F. I. R. cases and submits reports. He will also check motor vehicles and act as Town and Traffic Officer supervising town and traffic works. He will draw up F. I. Rs, of a few petty cases and accompany the O/C in the investigation of some important cases. Finally he will investigate a few cases independently under the supervision of the Circle Inspector. He will act as O/C of the Police Station in the last month of the Thana Training.

(3) Court Office.- In Court he will first of all acquaint himself with all the registers maintained in the Court Office and then write the registers himself including final Memos and Verification Rolls and daily U. T. Report. He will check up the properties in the Malkhana registers and see that the disposal orders in all cases obtained and properly carried out and properties in Malkhana labelled properly. He will do the F. R. work himself for two weeks. He will watch the prosecution of cases in the Court and be conversant with the procedure in summons and warrants and session cases. He will himself conduct one petty case in court under the supervision of prosecution Inspector. He will study some charge sheet cases and prepare the necessary brief and write the concise Memoranda himself. He will also attend Jail Parade at least twice during the period.

(4) Inspector's Office.-While attached to Inspector's office the probationary Deputy Superintendent of Police will perform all the duties of the Inspector under the latter's supervision, He will accompany the C. I. in his supervision or investigation of cases and inspection of Police Station (C.I. will arrange inspection of at least two P.Ss). He will also write the Progress of at least two cases recommending final forms in these cases. While in Inspector's office he will inspect one P. S. Independently under the supervision of the Inspector.

(5) S. P's. Office.- He will devote the first fortnight in the Crime Branch and acquaint himself with the Crime Index and other registers. He will also draft a certain number of Special Reports himself and put up notes after scrutiny of diaries for rectification of defects by I. Os. He will himself write for at least two weeks the daily cash book, receipt and pay cheque, contingent registers, bill register and check contingent registers, bill registers and check the last cash balance certificates with all the necessary registers He will also look into the files of pending correspondence making himself acquainted with office procedure.

(6) D. I. B. Office.- He will work in the D.I.B. office and receive general instruction regarding the organisation of the different parties functioning in the district, the system of intelligence in operation and the treatment of intelligence in office. He will himself write the W.C.R. for one week.

The Probationary Deputy Superintendent of Police will submit a Weekly Diary to the Superintendent of Police showing the work ended.

During the last month of training he will be attached to the D.I.G., C. I. D. office for F. P.Training and to be conversant with the organisation of D.I.G./C.I.D. Office.

The Superintendent of Police will submit to the Deputy Inspector General of Police, Range, a report on the progress of training of the Probationary Deputy Superintendent of Police and the standard of discipline maintained by him on the completion of training in each branch.

Probationary Asstt. Superintendent of Police.

Duration of practical training of I. P. S. probationers in district after their return from the Sardar Vallabhai Patel National Police Academy Hyderabad shall be as per the schedules prepared by the Academy in this regard. However, the following points may taken into account while the officers is undergoing practical training during the probationary period.

Attachment to P.T.C. or I.G. of Police office to learn local laws and special features of local administration .

Attachment to H.Q. of district of posting, study of District Gazette, observing the work of various officers and personages of the district. Accompanying the Superintendent of Police on tour.

Attachment at a P. S. to acquaint himself with all registers maintained in the P. S. To write general Diary. Khatian, Malkhana Register, Absconder Register, Enquiry Slip. Monthly Cash Account, V. C. N. B. and other Mis. Register. To learn Town Police work including Traffic Control, Traffic signaling, Patrolling in Surveillance of the B. Cs. to go out in night patrol and maintain a daily diary of work done. To investigate one case each in town and mofussil under supervision of C. I. To accompany Investigating Officer to watch investigation of important cases, To learn how to hold an inquest and to draw inquest report over dead body. To arrange joint patrolling with neighbouring P.S. and go out on patrol. To register some Non-F. I. R. cases and to submit report. As Officer-in-Charge of a medium size Rural Police Station, he is asked to draw F. I. R. and investigate at least two cases independently and to pay night visits as possible to important Crime Centre. He is asked to make entries in history Sheet of B. Cs. after such visits and entries.

Attachment to a Circle Inspector to perform all duties of C. I. under latter's supervision and write out daily reports. To attend C.I. on tour during supervision of cases and attend C. I's, inspection of P.Ss. To write progress report of at least two cases one of which is F. R. To inspect one P. S. independently under the supervision of the C. I.

Attachment to prosecution Branch to get himself acquainted with all registers prescribed for Court office. To do the work of P.S.I. for dealing with U.I. register, V. Rolls etc. Search Slips and Record Slips. He is taught to write General Registers, Khatian and Malkhana Register and verify disposal of property with relevant receipts etc. to issue final memos of cases disposed of. To study Charge Sheet cases and prepare necessary brief and concise memoranda. To attend trial of cases for conversant with the procedure of summons, warrant and session cases. To conduct petty cases under guidance of P. I. To attend Jail parade and write up Jail Parade Form.

Attachment to District Police Office. To work in the Crime Branch and to acquaint himself with Crime Index and other Registers. To draft certain number of Special report. To write daily Cash Book, Receipt and pay cheque and last Cash Balance Certificate. To check the Force pay and T. A. Bill and scrutinize A. Rolls.

To work in the D.I. B. Office and receive general instruction regarding organisation of different political parties functioning in the District, the system of intelligence in operation and the treatment of intelligence, in office. To acquaint with the work in the Passport Section and study the relevant rules and regulations for travel abroad with more attention to the neighbouring countries.

Reserve Office.- To acquaint with all registers prescribed for use in Reserve office. To write morning report Disposition Register, Casualty Register D. O. Book. To check up arms and ammunition, clothing and other store register. To check vehicle Log Book, Drivers' Care diaries and maintenance of Vehicle. To attend parade and organize games and athletics activities in Reserve. To draw up Departmental Proceedings and to record his findings.

Attachment to miscellaneous officers to improve the probationers knowledge of development programme.

71. Inspection by Probationary Assistant or Deputy Superintendent:-

(1) On the completion of training laid down in the foregoing rule the Probationary Assistant or directly recruited Deputy Superintendent of Police will inspect no less than two mufassil Police Stations, and one court office and supervise two important investigations.

(2) Superintendents will go through the inspection notes and supervision reports in the presence of the Probationary Assistant or Deputy Superintendents concerned and point out all errors and omissions indicating in the case of the inspection notes, the best methods of checking one register with another.

72. Investigation of serious cases by Assistant /Deputy Superintendents of Police:-

Every Assistant /Deputy Superintendent of Police unless specially exempted by the Inspector General of Police is expected every year to investigate personally, with the Assistant of an Inspector or Sub-Inspector, at least six important cases preparing and signing all the diaries and documents pertaining to those cases, and generally seeing them to completion in all their stages, including the proceedings in the courts.

The number of such investigations made and the results obtained should be noted by the Superintendents of Police with their remarks on the work done, in the annual reports.

73. Departmental Examination:- The Probationary Assistant Superintendents of Police and Probationary Deputy Superintendents of Police are expected to qualify in the departmental examinations as may be prescribed by the government. The rules regarding such departmental examination of Probationary Assistant Superintendents of Police and Probationary Deputy Superintendent of Police will be issued separately by the government.

74. Co-operation meetings and their objects:- The fundamental object of co-operation meetings is to regulate the communication of intelligence from one district to another regarding criminals and criminal gangs whose operation extend over more than one district and to promote combined action against such criminals or gangs by the officers of different localities. The Special Superintendent of Police In-charge of Criminal Investigation Department will arrange beforehand, in consultation with Superintendents of Police, the date and place of the meetings and the

programme of subjects for discussion and will preside at the meetings unless there are urgent reasons which prevent his doing so. The chief business of the meetings will be to collect, collate and communicate intelligence regarding organized gangs operating (a) within and (b) without each district, and for this purpose, officers attending the meeting should bring with them such Inspector and Sub-Inspector as they think will be of assistance with such of their village crime note-books and dacoity registers as may be required to discuss the history of the various criminals or gangs of criminals who work over the districts concerned and to concert measures for the future. The registers will be compared and made to agree in all particulars so that at the end of the meeting each officer will have a complete history of the gang and full information of the whereabouts of the members and will personally know the officer with whom he is associated in looking after them.

The end of the rains has been chosen, as the best time for the meetings, so that bad livelihood cases may be taken up in the ensuing cold weather if necessary. Officers should intimate to their Superintendents of Police concerned the particular gangs, criminals or class of crime which they wish to discuss so that the necessary information may be forthcoming at the meeting.

The officer presiding at the meeting will send a copy of the proceedings to the Special Superintendent of Police for submission to the Inspector General of Police.

75. Co-ordination and local meetings:- With a view to take concerted action at the end of each dark night period, thana officers, and Superintendent of Police, should study their note-books and crime maps and observe:-

- (i) Where grouping of the various classes of burglary has become marked,
- (ii) What measures are required to deal with groups of crimes brought to notice by maps of thanas and district borders.

Thana officers should prepare separate maps for border crimes. attach such information as they have obtained and send the maps and notes to border circles concerned whether within or beyond

the district. The Circle Inspectors will check and enforce this action. Superintendents of Police will similarly send to neighbouring districts maps and notes showing how burglaries are grouped on the borders of the districts.

Superintendents of Police should consult at definite intervals and draw up concise monthly notes on the burglary of the district for record and for instructions of their officers and arrange local meetings either of his own accord or on reference from another Superintendent of Police to concert measures against a particular gang or to meet an outbreak of crimes. The number of these additional meetings should not be large. If, however, during the investigation of a case or a group of cases, an Inspector or a station officer finds it necessary to concert measures with the officers of neighbouring thanas, whether within or beyond the district he should of course do so.

A copy of the proceedings of the meetings should be sent to the Superintendent of Police and the Circle Inspectors concerned for their information and action.

76. Power of Assistant Superintendents of Police and Deputy Superintendents of Police:- Assistant Superintendents of Police and Deputy Superintendents of Police will exercise such powers as may be, from time to time, lawfully delegated to them by the Superintendents of Police.

Assistant Superintendents of Police have certain statutory powers under Sections 30 and 30-A of the Police Act (Act V of 1861), and by Government Notification No. 1004-J., dated the 24th February, 1908. These powers have also been given to Deputy Superintendents of Police. By the same notification both Assistant Superintendents of Police and Deputy Superintendents of Police have been given powers under Sections 7 (b) and 13 of Act V of 1861, but all these powers should be exercised subject to the control of the Superintendent of Police.

The power to issue a license under Section 30 of the Police Act shall only be exercised by an Assistant Superintendent of Police at headquarters during the absence of the Superintendent of Police. As regards powers of punishment, see Part III of this Manual.

77. Duties of Sub-divisional Police Officer;- The main objects of Government in posting gazetted officers to sub-divisions are to prevent and detect crime to ensure that close supervision is exercised over investigations. In all important cases, therefore, the officer should visit the spot and see that the enquiry is being pushed through without delay, that clues are not overlooked and that the subordinate police are working honestly. He should see that confessions of accused persons are treated with caution, and that no sort of pressure is used or inducement offered to obtain them.

The officer should consult the sub divisional Magistrate in all matters affecting the original administration and the maintenance of peace in the sub-division. His relations with the sub-divisional Magistrate should be similar to those between the Superintendent of Police and District Magistrate.

78. Local knowledge of Sub-divisional Police Officers:- The first essential for the prevention and detection of crime is local knowledge, and the sub-divisional police officer should, by going into the villages, get into close and friendly touch with the people and leading villagers and ascertain their wants from a police point of view; ascertain whether the rural police are doing their duty and are residing. In the villages to which they are appointed; enquire as to the prevalence of particular class of crime and look up bad characters and enquire about them from respectable inhabitants with a view to revising the lists of surveillees. He should particularly enquire whether any new criminal gangs are at work, and in places where there are a large number of absconders, see that real efforts are made by the police to effect arrests. He should test the knowledge of his subordinates. and instruct them in their duties.

He should promptly take up and investigate all charges brought against the police unless and until the enquiry is taken up by the Superintendent of Police himself or a Magistrate, in which case he will assist to the best of his ability.

79. Inspections by Sub-divisional Police Officers:- A Sub-divisional Police Officer will not inspect Police Stations unless so ordered by the Superintendent of Police. He will, however, be

responsible for ensuring that full action is correctly taken on the points raised at the inspections of the Superintendent of Police and of the Circle Inspector and seeing that all Standing Orders and Circulars. are correctly obeyed. He need not attend the Superintendent of Police's inspections unless the Superintendent of Police orders him to do so.

80. Duties at Headquarters of Sub-divisional Police Officers:- At headquarters he will examine case diaries and final forms, but must be careful not to delay the submission of the latter to the Sub-divisional Magistrate. He will attend the Magistrate's Court during the trial of important cases, visit the Treasury/sub-treasury guard and town police beats at least once a week at night to see that the police are at their posts and alert, examine arms and ammunition, hold jail alarm parades; hold kit inspections once a month and test the completeness of the Court officer's indices against the Conviction Register. In sub-divisions where there is a Sub-divisional Police Officer, and the Court officer will send all papers in Special Report cases and such other cases and papers as he may desire, and quarterly return of heinous crime intended for the Superintendent of Police through the Sub-divisional Police Officer who will forward them to the Superintendent of Police with his remarks. The daily crime and under-trial reports will be sent to the Superintendent of Police after the Sub. divisional Magistrate has seen them.

It is not intended that the Sub-divisional Police Officer should be given any clerical staff, but an intelligent Assistant Sub-Inspector should be deputed to assist him in his clerical duties. He will not correspond officially with the Superintendent of Police. Official papers will ordinarily be forwarded in original, but in important cases a copy may be kept by using a letter book with carbon paper.

The Superintendent of Police will ensure that the Sub-divisional Police officer avoids any tendency towards undue increase in correspondence, as this can only hamper him in his main duties which lie in the field.

81. Sub-divisional Police Officer's note-book and tour diary:- He will keep a note-book and a tour diary as prescribed in Rule 59 (PtI) for the Superintendent of Police. The tour diary will be submitted to the Superintendent of Police.

At the close of each week he will write to the Superintendent of Police a letter reviewing the situation in his sub-division and giving all facts and information of interest above what is. going on, with his own comments and opinions thereon. The letter should be full and clear but concise, and should not be in crystallized or official form.

CHAPTER – V

Leave of Gazetted Officers

(Rules 82 to 89)

82. Leave Rules of Gazetted Officers:- For rules regarding leave-See Part IV-Chapter X of the Fundamental Rules and the Subsidiary Rules framed by the Government of Nagaland there under.

For instructions for the guidance of officers intending to prefix or affixed gazetted holidays or Sundays to their leave.-See the following rule.

See also Rule 164-98 of the Subsidiary Rules framed by the Government under the Fundamental Rules.

In order that the Director General and Inspector General of Police may be in a position to work out a definite plan of reliefs for submission to Government, officers who propose to apply for long leave should inform the Personal Assistant demi-officially the previous October of their intention, giving the approximate date of commencement and the duration of leave desired.

Officers who propose to apply for short leave should similarly inform the concerned superior officers prior to submitting their applications. and ascertain if there will be any objection to the leave.

S. R. 194.-The State Government may, by general or special order, direct that the ordinary rates or daily allowance or mileage allowance or both shall be increased, either in definite ratio or in any other suitable manner, for any or all Government servants travelling in any specified locality in which travelling is unusually expensive.

S. R. 195. -When a Government servant of a grade lower than the 1st grade is required by the order of the superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance or mileage allowance admissible to him under the ordinary rules he may draw the actual cost of travelling in lieu of such daily or mileage allowance. The bill for the actual cost must be supported by a certificate signed by the superior authority and countersigned by the controlling officer, that the use of the special means of conveyance was desirable in the public interest and specifying the circumstances which rendered it desirable.

S. R. 196.- A Government servant of the 4th grade, when travelling by rail, may draw mileage allowance under S. R. 173 and when travelling by sea or river steamer in addition to mileage allowance, daily allowance at double the rate ordinarily admissible to him; provided that whatever be the nature of other journeys which may be combined with the steamer journeys, no further daily allowance may be drawn for any day for which his double allowance is drawn.

S. R.- The State Government may define the limits of the sphere of duty of any Government servant.

(1) The jurisdiction of Deputy Rangers and Forester not in-charge of Ranges and Forest guards is the Range to which they are attached.

(2) The ordinary jurisdiction of a Circle Inspector of Police (except Reserve or Court Inspector) is the Circle in which he is employed. The jurisdiction of Reserve and Court Inspectors and Court Sub-Inspectors, Court Assistants Sub-Inspectors and Constables is their headquarters station. The jurisdiction of Head Constables and Constables and also of Inspectors, Sub-Inspectors and Havildars of the Armed Branch is their headquarters station. The jurisdiction of Sub-Inspectors, Assistant Sub-Inspectors, Head Constables and the Constables of the Unarmed Branch is the Police Station to which they are attached. The jurisdiction of the Sub-Inspectors, Assistant Sub-Inspectors and Constables and of the Circle Inspector's headquarters staff is their headquarters of Police Station. The jurisdiction of the Sub-Inspectors, Head Constables and Constables of Town Police is the municipal limit of the town to which they are posted.

(3) The sphere of duty of all records during re-settlement operations is the circle in which they work and then travelling allowance will be governed by S. R. 202.

(4) The sphere of duty of all personnel of the Government Railway Police is the whole of Government Railway Police District.

S. R. 198.- A Government servant, is on tour when absent on duty from his headquarters either within or with proper sanction, beyond his sphere of duty.

83. Requests for casual leave of Gazetted Officers:- Superintendents of Police should forward request for Casual Leave to the concerned Deputy Inspector General of Police and in the case of Additional Superintendent of Police, Assistant Superintendents of Police and Deputy Superintendents of Police should forward requests for casual leave to the Superintendent of Police.

Superintendent of Police, Additional Superintendent of Police, Assistant Superintendent of Police and Deputy Superintend of Police before taking leave should notify to the district officer their addresses during the period of such leave.

The Director General and Inspector General of Police will grant casual leave to all gazetted officers immediately subordinate to him. whereas the other gazetted officer of the headquarters will forward their request for casual leave to such officer delegated by the authority. Casual leave may not be combined with any other kind of leave and ordinarily may not extent to more than ten consecutive days or more than fifteen days in any one calendar year. The authorized officer can, however, grant casual leave in excess of the prescribed limit in special cases.

84. Leave Application:- An, application for leave should ordinarily be made at least three months before the date from which an officer wishes his leave to commence, and in every case where this course is not followed, an explanation of the circumstances in which the application

was delayed should accompany the application. For further information see the Fundamental Rules and the Subsidiary Rules framed there under by the Government of Nagaland.

The officer's leave address must always be inserted in the leave application, and in addition, before his departure, he must also forward it to the concerned authority and leave it on record in the officer from which he departs, for reference.

85. Employment during leave:- Employment during leave of Government servants including officers of the Police Department is regulated by Rule 69 of the Fundamental Rules.

86. Absence from office for seven day's due to illness to be reported to Inspector General of Police:-

If a Superintendent of Police or Additional Superintendent of police, Assistant/Deputy Superintendent of Police is unable owing to illness to attend office for seven consecutive days, the fact should be reported to the immediate controlling officer.

87. Departure on leave and return from leave:- Gazetted Police Officers must inform the immediate concerned authority of the date of their return from leave.

88. Reporting Arrival by Gazetted Officers:- All gazetted Police officers will report to the immediate controlling office. The charge report will be used. Superintendent of Police are responsible that Additional/ Assistant Superintendents and Deputy Superintendent of Police in their district do not omit to make this report.

The fact of officers joining or leaving a district with date and time must be entered in the district order book.

89. Taking over charge by Gazetted Officers:- The following are the rules regarding the making and taking over charge of office:-

(i) No gazetted officers will leave his post until he is relieved or has received the permission of Government to relinquish his post.

(ii) Charge of an office must be made and taken over at headquarters both the relieved and the relieving officers, if any, being present, unless special permission is given to do otherwise

(iii) Both the relieving officer and the officer relieved will sign the charge reports one copy of which will be sent to the Accountant Generals, a second copy to the Director General and Inspector General and the third to the Home Department of the Government.

(iv) The relieving officer will also sign a memorandum in and send a copy of the charge report meant for the Director General and Inspector General of Police

(v) This memorandum should only be signed after careful examination by the relieving officer of the necessary registers and of the cash and stock.

(vi) When an officer occupies or vacates a Government residence, otherwise than on assuming or

relinquishing charge of an office, he will report the fact to the Executive Engineer of the Police Engineering Project.

CHAPTER -VI Uniform of Gazetted Officers

(Rules 90 to 99)

90. Uniform of Police Service Officers:- The following is the uniform prescribed by the Government for Officers of the Police Service and will be worn on all formal occasions. Certain modification for informal duty are permissible and will be found in the following rule, beyond these no deviation whatever is permitted.

Ceremonial Dress:- Type A: Garbarding Tunic, Peak Cap, Sam Brown Cross Belt (with or without Sword), Whistle and lanyard (navy blue), medals and decorations, blue tie, Brown ankle boot, Khaki socks, khaki shirt, "Nagaland Police" arm badge, formation sign, epaulette mounted on red woolen padding. These shall be worn on all State ceremonies (e.g., public arrivals and departures of the President or the Governor, presentation of Guards of Honour on such occasion) at Ceremonial Parades or whenever full dress is ordered.

Type B: Terry Cotton Khaki shirt/Angola shirt, Terry cotton khaki pant, Peak Cap, Sam Brown Cross Belt (with or without Sword), whistle and lanyard (navy blue), medals and decorations, Brown ankle boot, Khaki socks, "Nagaland Police" arm badge, formation sign, epaulette mounted on red woolen padding. These shall be worn on all State ceremonies (e.g., public arrivals and departures of the President or the Governor, presentation of Guard of Honour on such occasion) at Ceremonial Parades or whenever full dress is ordered.

Note.- The type of ceremonial dress to be worn on any occasion may be prescribed by the Director General and Inspector General of the State or force.

Working Dress.- Beret cap, Terry Cotton Khaki shirt/ Angola shirt, Terry cotton khaki pant, Sam Brown Belt, whistle and lanyard (navy blue), medal bars Brown shoe, khaki socks, formation sign,

Note.- The type of Working Dress to be worn may be decided by the Director General and Inspector General of the State or Force.

Officers of the Rank of SSP and above will wear a dark blue band with the badge appropriate to their rank.

91. Mess dress - Cold weather:- *Mess Jacket:-* Bandh Gala jacket (black in colour) with pants of the same material. Miniature medals and decorations to be worn on the left lapel, one inch below the point of the shoulder, overlapping if necessary, but not projecting beyond the lapel.

92. Mess dress - hot weather:- Open collar full sleeved shirt with formal pant, black shoes.

Note.- The mess dress may be notified by the PMC on approval of the Director General and Inspector General of Police/ Unit Commanders from time to time as the case may be keeping in mind the utmost need for comfort and decency in conformity to the climate of the area.

93. Uniform when to be worn:- Uniform will be worn on the following occasions :-

1. Duty in connection with visits of the President of India, the Governor, or high officials entitled to a guard of honour.
2. Durbars and similar functions.
3. Formal calls on high officials, including a Commissioner, or the Inspector General of Police.
4. Parades and inspections, including the inspection of police stations.
5. When giving evidence in court, or before official commissioners, unless otherwise directed.
6. When dealing with threatened public disturbances or riots.
7. On other duties, e.g., attendance in office (except Reserve Office), supervision of case work, etc., the wearing of uniform is left to the discretion of the officer concerned according to the circumstances of the case.

The sword will be worn only on ceremonial occasions.

94. Mess dress when to be worn:- Mess dress must be worn at Messes and Public (not private) entertainment by night. Mess dress must invariably be worn by officers when it is ordered on the invitation card, or when the invitation is to meet the President of India or the Governor.

95. Decorations, how to be worn:- The wearing of decorations and medals by police officers will be governed by the corresponding rules for the time being in force regarding the Indian Army. On ceremonial occasions they will be worn suspended from a single bar of which the buckle is not to be seen, in a horizontal line on the left breast instead.

For instructions regarding the wearing of Indian title badges by Police Officers in uniform see Part III.

96. Police Officers of same rank and employed on same duty, how to be dressed:- Police Officers employed together on the same duty or attending any function at which uniform is to be worn must be similarly dressed, and on such occasions it shall be the duty of the senior

officer employed on such duty or attending such function, to order, when the matter is not distinctly regulated by other rule or superior authority, the particular uniform to be worn. If the Director General and Inspector General of Police is to be present his wishes should be consulted before the promulgation of orders by such officer.

97. Police Officers not to be dressed partly in uniform and partly in plain clothes:-

Police Officers off duty may wear either uniform or plain clothes; but no police officers shall appear at any time dressed partly in uniform and partly in plain clothes, or partly in mess and partly in working uniform.

No trinkets such as watch-chains or pins may be worn with uniform in such a way as to be visible.

98. Articles of uniform for Officers of the Police Service of Nagaland:- The following articles of uniform are prescribed for officers of the Assam Police Service-

- (a)
1. One Garbardine Tunic
 2. One pair of Terry Cotton Khaki Shirt
 3. One pair of Angola woolen shirt
 4. One pair of Terry Cotton pant
 5. One pair brown ankle boots,
 6. One Peak cap
 7. One Beret Cap
 8. One Sam Brown cross belt with plated fittings.
 9. One Sam Brown belt
 10. One brown leather sword knot.
 11. Buttons and badges- bearing designated markings
 12. One blue tie.
 13. Cravats of approved pattern
 14. Navy Blue Lanyards
 15. Whistle
 16. Name plate
 17. "Nagaland Police" Arm badge
 18. Formation sign
 19. Drill stick
 20. Khaki socks
 21. Khaki jersey

(b) Officers of the Police Service of Nagaland will wear the following rank badges:-

- (1) Deputy Superintendent of Police and officers of equivalent rank will wear three stars.
- (2) Deputy Superintendent of Police under training at Academy will wear one star.
- (3) Deputy Superintendent of Police under probation will wear two stars.
- (4) Assistant Superintendent of Police will wear three stars and corresponding ranks as in 2 & 3 above.

- (5) Additional Superintendent of Police will wear one State Emblem
- (6) Superintendent of Police will wear one State Emblem with one star.
- (7) Other senior Police Officers will wear the same ranks badges prescribed for the IPS Officers of the same or corresponding rank.

99. Grants to Deputy Superintendent of police for the purchase of uniform:-

(a) All Deputy Superintendent of Police who have been or may be appointed by direct recruitment are eligible for the grant of an uniform allowance of ` . 6000/-, renewable at intervals of ten years.

(b) All Deputy Superintendent of Police who have been may be appointed by promotion from the rank of Inspector of Police are eligible for the grant of an uniform allowance of:-

(i) Rupees 400 in the case of those who have five or more years to serve after promotion to the rank of Superintendent of Police. The grant of renewable at intervals of ten years only in the case of officers having ten or more years to serve after promotion the rank of Deputy Superintendent of Police.

(ii) Rupees 200 in the case of those who have less than five years to serve after promotion to the rank of Deputy Superintendent of Police.

2. All Deputy Superintendent of Police who have been or may be appointed by direct recruitment or by promotion are eligible for the grant of an allowance of a sum not exceeding Rs. 600 for purchase of a horse and saddlery.

3. Officers receiving the grants must furnish the comptroller, Assam within a month of the drawal of the money with a certificate to the effect that the price of the uniform, horse and sadderly was not less than the sanctioned grant. In case where the grant is not fully utilized, the savings effects should be at once refunded to Government.

CHAPTER- VIII
Conduct Rules of Gazetted Officers and men

(Rule 100)

100. The Government Servants' Conduct Rules:- All gazetted officers must and observe strictly the rules of the Government published in the pamphlet called “the Nagaland Servants Conduct Rules.”

No.1

Referred to in Rule 14.

Statement showing incidence of crime under classes I,II,III and V of statement 4, and how it has been dealt with by Police during the quarter ending.

COLUMNS

1. Name of Sub-division.
2. Name of P. S. (O.P. included).

3. Population.
4. Number of true cognizable cases (class I,II,III and V) reported.
5. Number of cases in column 4 investigation in which Final Forms submitted.
6. Percentage of column 5 to 4 (investigated to be reported).
7. Number of cognizable cases investigated which have been tired out, divided into (a) cases and (b) persons.
8. Percentage of columns 7 to 5 (cases only).
9. Number in column 7 convicted divided into (a) cases and (b) persons
10. Percentage of convicted to tired out (columns 9 to7), divided into (a) cases and (b) persons.
11. Remarks, (Full explanation should be given here for failure shown in column 8 to 10). The figure for and name of independent O.P. to be shown separately, figures for subordinate O.Ps. to be included in those for P.Ss.

No.2

Referred to in Rule 14.
Burglary and theft cases

COLUMNS

1. Sub-division.
2. Number of true cases under Section 457/380,I.P.C.,reported
3. Number of true cases under Section 457,I.P.C., reported.
4. Number of true cases under Section 457/511,I.P.C., reported.
5. Number of true cases under Section 411,I.P.C., reported.
- 6.Total of columns,2,3,4, and 5.
7. Number not enquired into.
8. Number of cases sent up in Charge Sheet.
9. Cases. convicted
10. Persons convicted
11. Number of true cases of the theft Reported to Police.
12. Number not enquired into.
13. Number of Charge Sheets submitted
14. Cases convicted excluding direct cases

15. Persons convicted excluding direct cases

No.3

Referred to in Rule 14.

*Statement of cases under investigation for more than 14 days
During the quarter ending.*

COLUMNS

1. Name of Sub-division.
2. Name of P.S.
3. P.S number of cases.
4. Date of First Information.
5. Date of Final Report Form.
6. Nature of cases, i.e., section of law under which return.
7. Nature of Final Report
8. Remarks. (The S.P. will note the action if any, taken by S.P. to verify the necessity for delay)

No.4

Referred to in Rule 14.

*Statement of cases Police in charge sheet judicially declared intentionally or
maliciously false for the quarter ending.*

COLUMNS

1. Name of Sub-division.
 2. Name of P.S or O.P.
 3. P.S number of case.
 4. Charge Sheet number.
 5. Number of cases column 4 which were originally returned by Police in Final Report, but sent up in Charge Sheet by Magistrate's order.
 6. Remarks (The S.P. will note the action if any, taken by him).
-

No.5

Referred to in Rule 13.

Complaints of offences cognizable and non-cognizable made against the Police.

COLUMNS

1. Section of law under which Charge made
 2. Date of institution of complained.
 3. Name of complainant.
 4. Name and rank of officer complained against.
 5. Date when local enquiry commenced, if any, name and rank of investigating officer.
 6. Findings of investigating officer, i.e whether true or false
 7. Final orders of Court or if not brought to trial of District Magistrate.
 8. Final action taking departmentally.
-

No.6

Half- yearly return of inspections made by Superintendent of Police:-

Referred to in Rule 57.

COLUMNS

1. Name of P.S., or office.
 2. Date of Inspection.
 3. Remarks.
-

N.B.- If any P.S., O.P., or office has not been inspected during the half-year the reason should be given shortly and the date of the last Inspections made by the Superintendent and by the Circle Inspector, respectively.

No.7

Confidential report on subordinate police officers

Referred to in Rule 66

**C.C. ROLLS FORM OF NON-GAZETTED POLICE OFFICERS
(CONFIDENTIAL)**

1. Name :
2. Rank (a) Substantive
(b) Officiating :
3. Period of report :
4. Reward and punishment during the year :
5. General reputation :

6. Integrity :
7. Physical fitness :
8. Temperance :
9. Reliability :
10. Judgement :
11. Initiative :
12. Intelligence :
13. Industry :
14. Keenness :
15. Power of expression: (a) Verbal :
(b) Written :
16. Aptitude for intelligence work of Police
executive work as the case may be. :
17. Discipline :
18. Tact :
19. Relations with (a) Superiors :
(b) Subordinates :
(c) Public :
20. General Remarks :
21. Categorisation
(a) Outstanding (to be awarded in very rare cases)
(b) Above average
(c) Average
(d) Below average

Signature of Reporting Officer
With seal

Certify that all unfavourable remarks have communicate on.

Signature of Reporting Officer
With seal

Remarks of the Reviewing officer

Signature of Reviewing Officer
With seal

Remark of the D.I.G.(accepting officer)

Signature of Accepting Officer
With seal

FORM No.8
(Confidential report on gazetted officers (Referred to Rule 66)
ANNUAL CONFIDENTIAL REPORT FOR GAZETTED OFFICERS
(OTHER THAN SUDT/ASST. SUPDT, & HEAD ASSTT)

Report of the year/period _____ to _____

Part-I : A

(To be filled by the officer reported upon)

Name : _____

Designation & Cadre : _____

Date of appointment to the Present post : _____

Date of birth : _____

Period of absence or leave During the reporting period : _____

Branch/ Deptt. In which posted : _____

PART – I : B

(Self assessment by the Officer reported upon)

1. A brief summery of your duties and responsibilities (not more than 50 words)
2. How far could you fulfill your duties responsibilities (not more than 50 words).
3. If there are any constraints/difficulties in fulfilling your duties responsibilities, please specify them (not more than 30 words)
4. If there have been any special achievement/contribution made by you in the Department, please specify than (not more than 30 words)

Place: _____

Date: _____

Signature _____

Name _____

Designation _____

PART – II : A

(To be filled by the Reporting Officer)

N.B:- The reporting officer will assess the officer by giving tick mark () Against the most appropriate column, arrange in ascending order in the scale of 0 to 5. The scale roughly represents

the following : 0 negative contribution,- = poor/ below standard, 2 = fair/ needs improvement, 3 = good/acceptable standard, 4 = very good, 5 = outstanding.

- 1. Regularity, punctuality & sincerity. : 0 1 2 3 4 5
- 2. Reliability, honesty & trustworthiness : 0 1 2 3 4 5
- 3. Initiative, drive & Zeal : 0 1 2 3 4 5
- 4. Knowledge of rules/regulations and Office procedures. : 0 1 2 3 4 5
- 5. Charity of thought and expression or communication skill (both oral & writing) : 0 1 2 3 4 5
- 6. Resourcefulness & promptness in Dealing with emergent/difficult situation. : 0 1 2 3 4 5
- 7. Capacity for organization and to get Work from subordinates including leadership qualities. : 0 1 2 3 4 5
- 8. Devotion to duty, and willingness to assume responsibility. : 0 1 2 3 4 5
- 9. General conduct & behavior & including success in human relationship. : 0 1 2 3 4 5
- 10. Ability to tender useful, frank & honest advice to superiors. : 0 1 2 3 4 5

-

Total score :

(To be arrived at by adding all the values of the column ticked by you)

PART – II : B

1. Comment on self-assessment made by the Officer under Part – I : B)
2. Mention any outstanding work done, or weakness displayed during the period under report (including commendations given or warning/reproof given if any).
3. Whether fit for promotion/confirmation/ state if he/she deserves promotion out of turn).
4. Assessment of integrity (if anything has come to your notice, specify it also).
5. General remarks observation.
6. Grading - Please put a ring around the appropriate grading, and strike out the rest.
(Your over – all grading should be consisted with/based on the total score under Part –II. A).

Outstanding, Very good, Good, fair, Poor.

Place: _____
Date: _____

Signature _____
Name _____
Designation _____

Please state if you accept the assessment recorded by the reporting officer in all respects. If not, then specify the points on which you differ, mentioning your own assessment on these points

Place: _____
Date: _____

Signature _____
Name _____
Designation _____

Form No.9

Application for leave of absence under Rule of the Fundamental Rule:-

Referred to in Rule 84

Name and appointment of officer	Last leave enjoyed	Period and nature of leave applied for and from what date	Remarks by Controlling officer

Audit Supdt. AAG/AAD.

Date _____

When transfer of charge proceed the issued of formal order by the competent authority, a suitable indication to that effect may be given.

THE SECOND SCHEDULE
SEE 9 RULE 3 (b) of Leave Rules
FORM _____ 1.

Application for leave gazette officers:-

Name application :-

Post held :-

Department Officer :-

Pay :-

House rent and other compensation allowances drawn in the present post :-

Nature and period of leave applied for and date from which required :-

Sunday and holiday, if any proposed to be fixed/ suffixed to leave :-

Ground on which leave is applied for :-

Date of return from last leave and the nature and period of that leave. :-

I proposed/ do not propose to avail myself

of leave travel consision for the block year :-

Address during the leave period :-

Remarks and recommendation of the
controlling officers. :-

Controlling Officers
With seal.

Signature of the Application
With date.